

TENTATIVE AGENDA
RAYTOWN BOARD OF ALDERMEN
FEBRUARY 17, 2015
REGULAR SESSION NO. 45
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133

OPENING SESSION
7:00 P.M.

Invocation
Pledge of Allegiance
Roll Call

Public Comments

Communication from the Mayor

Communication from the City Administrator

Committee Reports

LEGISLATIVE SESSION

1. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the Board of Aldermen and will be enacted by one motion without separate discussion or debate. The Mayor or a member of the Board of Aldermen may request that any item be removed from the consent agenda. If there is no objection by the remaining members of the board, such item will be removed from the consent agenda and considered separately. If there is an objection, the item may only be removed by a motion and vote of the board.

Approval of the Regular February 3, 2015 Board of Aldermen meeting minutes.

REGULAR AGENDA

2. **R-2743-15: A RESOLUTION** AUTHORIZING AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF RAYTOWN AND MARK LOUGHRY AS FINANCE DIRECTOR FOR THE CITY. Point of Contact: Mahesh Sharma, City Administrator.
3. **R-2744-15: A RESOLUTION** AMENDING RESOLUTION R-2681-14 RELATED TO CHARTER COMMISSION EXPENSES AND INCREASING THE TOTAL BUDGETED AMOUNT TO AN AMOUNT NOT TO EXCEED \$16,000.00 AND AMENDING THE FISCAL YEAR 2014-2015 BUDGET. Point of Contact: Teresa Henry, City Clerk.
4. **R-2745-15: A RESOLUTION** AUTHORIZING AND APPROVING PARTICIPATION BY THE CITY IN THE MISSOURI DEPARTMENT OF TRANSPORTATION HIGHWAY SAFETY CRASH REDUCTION/HAZARDOUS MOVING ENFORCEMENT PROJECT AND AN APPLICATION FOR GRANT FUNDING IN CONNECTION WITH THE HIGHWAY SAFETY CRASH REDUCTION/HAZARDOUS MOVING ENFORCEMENT GRANT FOR SUCH PURPOSES. Point of Contact: Jim Lynch, Police Chief.
5. **R-2746-15: A RESOLUTION** AUTHORIZING AND APPROVING EXECUTION OF AN AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES WITH PROS CONSULTING, INC. FOR A PARK MASTER PLAN IN AN AMOUNT NOT TO EXCEED \$50,000.00 FOR FISCAL YEAR 2014-2015. Point of Contact: Kevin Boji, Parks and Recreation Director.

6. **R-2747-15: A RESOLUTION** AUTHORIZING AND APPROVING THE EXPENDITURE OF FUNDS WITH SPLASHTACULAR FOR WATERSLIDE MAINTENANCE AND REPAIR IN AN AMOUNT NOT TO EXCEED \$88,700.00 FOR FISCAL YEAR 2014-2015. Point of Contact: Kevin Boji, Parks and Recreation Director.

ADJOURNMENT

DRAFT
MINUTES
RAYTOWN BOARD OF ALDERMEN
FEBRUARY 3, 2015
REGULAR SESSION NO. 44
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133

OPENING SESSION
7:00 P.M.

Mayor David Bower called the February 3, 2015 Board of Alderman meeting to order at 7:00 p.m. Rex Block provided the invocation and led the pledge of allegiance.

Roll Call

The roll was called and the attendance was as follows:

Alderman Joe Creamer, Alderman Josh Greene, Alderman Jason Greene, Alderman Janet Emerson, Alderman Charlotte Melson, Alderman Pat Ertz, Alderman Bill Van Buskirk, Alderman Steve Mock, Alderman Michael Lightfoot

Absent: Alderman Jim Aziere

Public Comments

Kathryn Nelson spoke regarding the flooding at Willow Bend development.

Communication from the Mayor

None

Communication from the City Administrator

Mahesh Sharma, City Administrator thanked the Public Works Department for a great job at removing the snow from City streets.

Mr. Sharma allowed Brenda Gustafson, Public Information Officer, to speak regarding the City's new website and its features.

Committee Reports

Alderman Mock congratulated Alderman Charlotte Melson for being named Volunteer of the Year by the Raytown Chamber of Commerce.

LEGISLATIVE SESSION

1. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the Board of Aldermen and will be enacted by one motion without separate discussion or debate. The Mayor or a member of the Board of Aldermen may request that any item be removed from the consent agenda. If there is no objection by the remaining members of the board, such item will be removed from the consent agenda and considered separately. If there is an objection, the item may only be removed by a motion and vote of the board.

Approval of the Regular January 20, 2015 Board of Aldermen meeting minutes.

Alderman Creamer, seconded by Alderman Ertz, made a motion to approve the consent agenda. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Creamer, Ertz, Lightfoot, Mock, Van Buskirk, Melson, Emerson, Jason Greene, Josh Greene

Nays: None

Absent: Alderman Aziere

REGULAR AGENDA

- R-2741-15: A RESOLUTION** AUTHORIZING AND APPROVING AN AGREEMENT WITH INFINITY BUILDING SERVICES FOR MOWING SERVICES IN EXCESS OF \$15,000.00 BUT WITHIN BUDGETED AMOUNTS FOR FISCAL YEAR 2014-2015. Point of Contact: Jim Melvin, Interim Public Works Director.

The resolution was read by title only by Teresa Henry, City Clerk.

Jim Melvin, Interim Public Works Director, provided the Staff Report and remained available for discussion.

Discussion included confirmation that \$15,000.00 was for both Parks and Public Works, concern if of original \$25,000.00 budgeted would be used for mowing services, if Infinity Building Services had been used for maintenance violations and if Parks and Public Works would be billed separate for mowing services.

Alderman Ertz, seconded by Alderman Mock made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Ertz, Mock, Josh Greene, Jason Greene, Melson, Van Buskirk, Lightfoot, Creamer, Emerson

Nays: None

Absent: Alderman Aziere

- R-2742-15: A RESOLUTION** AUTHORIZING AND APPROVING EXECUTION OF A PROFESSIONAL DESIGN SERVICES AGREEMENT WITH INCITE DESIGN STUDIO FOR THE LOWER LEVEL OF CITY HALL RENOVATIONS IN AN AMOUNT NOT TO EXCEED \$58,000.00. Point of Contact: Jim Melvin, Interim Public Works Director.

The resolution was read by title only by Teresa Henry, City Clerk.

Jim Melvin, Interim Public Works Director, provided the Staff Report and remained available for discussion.

Discussion included why bids were not obtained for the project, the process and work needed by staff to obtain additional RFPs, whether or not \$60,000.00 for the services/project was a fair price, if bid for project was obtained during bid process for upper level renovations, whether or not other architects provided interest in the project since original bid was obtained.

Alderman Melson, seconded by Alderman Creamer made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Melson, Creamer, Mock, Jason Greene, Ertz, Emerson, Lightfoot, Josh Greene, Van Buskirk

Nays: None

Absent: Alderman Aziere

- Public Hearing:** A public hearing to consider an application for Chapter 353 tax abatement for property located at 10014 E. 63rd Street.

4a.**SECOND Reading: Bill No. 6381-15, Section XXXVI. AN ORDINANCE** ADOPTING AND APPROVING THE SIXTH AMENDED DEVELOPMENT PLAN SUBMITTED BY THE RAYTOWN MUNICIPAL REDEVELOPMENT CORPORATION, ESTABLISHING A DECLARATION THAT THE REDEVELOPMENT AREA DESCRIBED WITHIN THE SIXTH AMENDED DEVELOPMENT PLAN IS A BLIGHTED AREA IN NEED OF DEVELOPMENT AND REDEVELOPMENT, AND AUTHORIZING CERTAIN TAX ABATEMENTS WITHIN THE REDEVELOPMENT AREA DESCRIBED WITHIN THE SIXTH AMENDED DEVELOPMENT PLAN. Point of Contact: Tom Cole, Economic Development Administrator.

The bill was read by title only by Teresa Henry, City Clerk.

Mayor Bower re-opened the public hearing and called for any ex parte' discussion(s); none was noted.

Tom Cole, Economic Development Administrator and applicant Sue Frank provided an update of the Staff Report and remained available for discussion.

Mayor Bower re-opened the floor for public comment; no comments provided.

Without further comments; Mayor Bower closed the floor for public comment.

Discussion included the owner of trash dumpsters and whether or not they would be screened from public view, if additional work that was mentioned by applicant would require an additional tax abatement application, how improvements would benefit main street, how other businesses needed to take advantage of the tax abatement program, estimated amount of taxes abated over a ten year period and if applicant would receive compensation for acting as general contractor over the project.

Alderman Emerson, seconded by Alderman Creamer made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Emerson, Creamer, Van Buskirk, Josh Greene, Lightfoot, Mock, Jason Greene, Melson, Ertz
Nays: None
Absent: Alderman Aziere

It Became ORDINANCE NO.: 5513-15

Alderman Creamer, seconded by Alderman Melson made a motion to go into Closed Session. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Creamer, Melson, Emerson, Ertz, Jason Greene, Josh Greene, Van Buskirk, Lightfoot, Mock
Nays: None
Absent: Alderman Aziere

CLOSED SESSION

Notice is hereby given that the Mayor and Board of Aldermen may conduct a closed session, pursuant to the following statutory provisions:

- 610.021(1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys;
- 610.021(2) Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore;

- 610.021(3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information relating to the performance or merit of an individual employee is discussed or recorded; and/or
- 610.021(13) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

ADJOURNMENT

Alderman Ertz, seconded by Alderman Creamer made a motion to adjourn. The motion was approved by a majority of those present.

The meeting adjourned at 9:05 p.m.

Teresa M. Henry, MRCC
City Clerk

Next Ordinance No. 5513-15

**CITY OF RAYTOWN
Request for Board Action**

Date: February 11, 2015
To: Mayor and Board of Aldermen
From: Mahesh Sharma, City Administrator

Resolution No.: R-2743-15

City Administrator Approval: _____

=====

Action Requested: Approve employment agreement for vacant Finance Director position.

Alternatives: Not approve agreement

Budgetary Impact:

Budgeted item with available funds

A RESOLUTION AUTHORIZING AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF RAYTOWN AND MARK LOUGHRY AS FINANCE DIRECTOR FOR THE CITY

WHEREAS, a vacancy exists in the position of Finance Director within the City; and

WHEREAS, the Board of Aldermen desire to enter into an individual employment agreement with Mark Loughry to fill the position of Finance Director for the City;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

THAT the Employment Agreement between the City of Raytown and Mark Loughry attached hereto as Exhibit "A" and made a part hereof by reference is hereby approved;

FURTHER THAT the City Administrator and City Clerk are authorized to execute said Employment Agreement in substantially the same form as attached hereto together with any other documents necessary and incidental thereto.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 16th of February, 2015.

ATTEST:

David W. Bower, Mayor

Teresa M. Henry, City Clerk

Approved as to Form:

Joe Willerth, City Attorney

EMPLOYMENT AGREEMENT

THIS AGREEMENT made and entered into this ____ day of February, 2015 by and between the City of Raytown, Missouri, a municipal corporation (hereinafter "City") and Mark E. Loughry:

WHEREAS, the City desires to employ Mark E. Loughry (hereinafter "Employee") as its Director of Finance; and

WHEREAS, the City and the Employee desire to enter into an agreement for the duties, compensation, benefits, and other conditions of employment with the City of Raytown, Missouri;

NOW THEREFORE, in consideration of the mutual covenants and conditions hereinafter set forth, the parties agree as follows:

1) Duties.

- a) The City agrees to employ Employee as Director of Finance, to perform the duties specified in the Raytown Code of Ordinances, Raytown City Policies, the laws of the State of Missouri, the duties listed in the job description for this position, and other legally permissible and proper duties, as assigned by the City Administrator or Mayor and Board of Aldermen from time to time.
- b) Employee agrees to serve as Director of Finance and perform all duties specified in the Raytown Code of Ordinance, Raytown City Policies, the laws of the State of Missouri, the duties listed in the job description for this position, and other legally permissible and proper duties, as assigned by the City Administrator or Mayor and Board of Aldermen from time to time.
- c) The City and the Employee agree that the City Administrator will provide policy guidance and direction to the Employee, as well as day-to-day direction.

2) Term. This Agreement shall be effective on the date first written above and shall continue in effect for an indefinite period of time, subject to annual appropriation, until either the City or the Employee give notice of termination. The City reasonably believes that moneys in an amount sufficient to make all payments to the Employee under the terms of this agreement can and will lawfully be appropriated and made available. Non-appropriation under the terms of this Agreement shall mean the failure of the City to budget for the position of Director of Finance or a position with substantially the same duties and responsibilities for a period of one year.

3) Salary. The City shall pay the Employee an initial salary of \$90,409.28 annually in accordance with City payroll policies. The City periodically provides for salary adjustments based on the market, internal equity, and merit. Merit salary increases, if given, will be based upon satisfactory or better performance during each year of employment. Any merit salary increase is at the discretion of the City Administrator, in accordance with the City's approved budget. The Employee shall be awarded any market or internal equity adjustments available to the general employee groups, as budgeted by the Mayor and Board of Aldermen.

- 4) Performance Evaluation and Merit Consideration.**
 - a) Annually, the Employee and the City Administrator shall define goals and performance objectives that they determine necessary for the proper operation of the City, the Finance Department and for the attainment of the City's policy objectives and shall further establish a relative priority among those various objectives.
 - b) The City Administrator shall review and evaluate the performance of the Employee at least once annually in advance of the adoption of the City's annual operating budget. Said review and evaluation shall be in accordance with the performance goals for the Employee developed with the City Administrator.
 - c) Merit consideration for salary increases will be provided at least once each year of employment, subject to appropriation in the annual budget.

- 5) Vacation and Leave Accrual.** The Employee shall initially accrue vacation at the rate of 10 hours per month. Subsequent vacation and other leaves shall accrue in accordance with the City personnel policies, as amended from time to time.

- 6) Employee Benefits.** The City shall provide other standard employee benefits, such as medical, dental, vision and life insurance, in the same manner as such benefits are provided to all other employees in accordance with the City personnel policies, as amended from time to time.

- 7) Hours of Work, Dues, Subscriptions and Expenses.** Employee's hours of work, dues, subscriptions, professional development, memberships and general expenses shall be in accordance with the City's policies and guidelines for department directors, unless in conflict with the terms of this Agreement, in which event the terms of this Agreement shall prevail. The City shall pay membership fees for such standard associations and attendance at recognized conferences of professional organizations necessary for the Employee to fully discharge the duties and responsibilities of the position. General expenses for such activities shall be in accordance with budgetary/fiscal guidelines approved by the Board of Aldermen.

- 8) Notice of Resignation.** If the Employee voluntarily resigns the position as Director of Finance, Employee shall provide the City with a minimum of 30 days written notice, in advance, unless such notice is waived, by the concurrence of a majority of the Board of Aldermen.

- 9) Payment of Benefits.** Upon termination without cause or resignation from the position, the Employee shall receive compensation for all accrued leave, in accordance with City ordinances.

- 10) Indemnification.** To the maximum extent permitted by law, the City agrees to defend, indemnify, and hold harmless the Employee against any and all claims, demands, suits, actions or proceedings of any kind or nature arising out of the good faith performance by the Employee of the duties and responsibilities of the position, provided that the Employee's performance is not contrary to established ordinances, resolutions, policies and reasonable standards of conduct. Nothing herein shall be construed to be a waiver of the City's sovereign immunity.

11) Acknowledgement of At-Will Employment. The Employee acknowledges that Employee is an "at-will" employee and may be terminated and removed at the discretion of the City Administrator. Removal shall occur in accordance with the terms of this Agreement.

12) Termination. The Employee may be terminated with or without cause by the City Administrator by written notice.

- a) In the event the Employee is terminated without cause, or the Employee's position is eliminated due to non-appropriation, the City shall pay the Employee a severance payment in the amount of six (6) months of the then current salary, payable bi-weekly, unless otherwise agreed to in writing by the City and the Employee. Upon such termination of employment, the Employee shall receive accrued vacation and other benefits in accordance with City personnel policies. In addition, during the said six (6) month period the City shall provide Employee with health and dental insurance, and life insurance in effect at the time of termination, the cost of which shall be paid by the City at the same rate as prior to the termination.
- b) In the event the Employee is terminated with cause, the City shall pay to the Employee no severance as defined above and the City shall have no further liability under this Agreement for payment of compensation or benefits pursuant to the terms of this Agreement, except for any benefits that by law must continue after Employee's termination.
- c) For purposes of this Agreement, the term "Cause" shall include, without limitation, the Employee's material breach of this Agreement; Employee's failure to substantially perform the normal material duties related to Employee's job position which failure continues for forty-five (45) days following the Employee's receipt of written notice of such failure to perform, specifying the nature of the failure and the means by which it may be remedied; fraud against the City; misappropriation of the City's assets; embezzlement, theft, malfeasance, willful misconduct, or material failure to follow the City's rules and regulations; willful engagement in gross misconduct which is materially and demonstrably injurious to the City; or the conviction of the Employee for a crime involving moral turpitude, drug abuse, violence, dishonesty or theft. "Cause" shall not include failure of the Board of Aldermen to appropriate funds, in accordance with Paragraph 2, above.

13) Resolution of Disputes. The City and the Employee agree to first attempt to resolve any disputes or obtain needed clarification arising out of the interpretation of this Agreement through mutual discussion.

14) Modification or Changes to This Agreement. This Agreement shall remain in full force and effect until modified by the parties. Any modification of the terms of this Agreement must have the concurrence of a majority of the entire Board of Aldermen, be in writing and be executed by the City and the Employee.

15) Terms of Agreement to Govern. This Agreement constitutes the entire understanding and agreement of the parties and shall govern Employee's terms of employment with the City. This Agreement supersedes all negotiations or previous agreements between the parties.

This Agreement shall be governed by such ordinances, rules/regulations and policies established and may be amended from time to time by the Board of Aldermen, unless otherwise specifically provided herein.

16) Severance of Terms of Agreement. Invalidation of any part of this Agreement by judgment or court action shall in no way affect any of the other provisions, which shall remain in full force and effect.

17) Notice. Any notice required to be given hereunder shall be sufficient and deemed given when in writing, and sent by certified or registered mail, return receipt required, first-class posted prepaid, or by courier service to the City at: City Administrator, 10000 East 59th Street, Raytown, MO 64133 or to the Employee at the most recent address given in the Employee's personnel file.

18) Law of Missouri to Govern. This Agreement shall be construed according to the laws of the State of Missouri, without giving effect to the conflict of law provisions thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first written above.

Mark E Loughry, Employee

Mahesh Sharma, City Administrator

ATTEST:

Teresa M. Henry, City Clerk

OF RAYTOWN
Request for Board Action

Date: February 12, 2015
To: Mayor and Board of Aldermen
From: Teresa Henry, City Clerk

Resolution No.: R-2744-15

Department Head Approval: _____

Finance Director Approval: _____ (only if funding requested)

City Administrator Approval: _____

Action Requested: Approve a resolution allocating an additional \$6,000.00 for Charter Commission expenses for a total amount not to exceed \$16,000.00 and amend the fiscal year 2014-2015 budget.

Recommendation: Approve the resolution.

Analysis: On May 6, 2014, Resolution No. 2681-14 was adopted related to Charter Commission expenses in the amount of \$10,000.00. Currently, there is a balance of \$4,584.20 and as stated in the attached correspondence from the Charter Commission Chairman; additional funding is being requested to cover anticipated remaining expenses.

In accordance with the Missouri Constitution, Article VI, Local Government, Section 19, "All necessary expense of the Commission shall be paid by the city"; therefore, it is necessary to amend the fiscal year 2014-2015 budget to include expenses incurred by the Charter Commission.

Alternatives: None.

Budgetary Impact:

- Not Applicable
- Budgeted item with available funds
- Non-Budgeted item with available funds through prioritization
- Non-Budgeted item with additional funds requested

Transfer To:

Amount: \$6,000.00
Fund: General
Department: City Wide

Transfer From:

\$6,000.00
General
Unappropriated Fund Balance

A RESOLUTION AMENDING RESOLUTION R-2681-14 RELATED TO CHARTER COMMISSION EXPENSES AND INCREASING THE TOTAL BUDGETED AMOUNT TO AN AMOUNT NOT TO EXCEED \$16,000.00 AND AMENDING THE FISCAL YEAR 2014-2015 BUDGET

WHEREAS, pursuant to Resolution R-2681-14 a budget was established for Charter Commission expenses; and

WHEREAS, it is necessary to amend Resolution R-2681-14 and increase the total amount budgeted to an amount not to exceed \$16,000.00; and

WHEREAS, pursuant to Resolution R-2711-14, the fiscal year 2014-2015 budget was approved; and

WHEREAS, the Board of Aldermen find it is in the best interest of the City of Raytown to reappropriate the funds and amend the fiscal year 2014-2015 budget;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

THAT, Resolution R-2681-14 is hereby amended by increasing the total budgeted amount to an amount not to exceed \$16,000.00, and;

FURTHER THAT, the Fiscal Year 2014-2015 Budget approved by Resolution R-2711-14 is hereby amended as follows:

	Transfer To:	Transfer From:
Amount:	\$6,000.00	\$6,000.00
Fund:	General	General
Department:	City Wide	Unappropriated Fund Balance

FURTHER THAT the City Administrator is hereby authorized to execute all documents necessary to this transaction and the City Clerk is authorized to attest thereto.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 17th day of February, 2015.

David W. Bower, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Joe Willerth, City Attorney

From: [Steve Guenther](#)
To: [Teresa Henry](#)
Cc: [Janet Emerson](#); [Jason Greene](#)
Subject: Agenda Item, Board of Aldermen, 2/17/2015
Date: Wednesday, February 11, 2015 9:58:30 AM

Feb. 11, 2015

From: Raytown Charter Commission
Steve Guenther, Chairmen

To: Mayor and Board of Aldermen

Mayor Bower, Board of Aldermen,

As the Charter Commission moves forward with informing the Citizens of Raytown on the proposed Home Rule Charter for the City, we are anticipating that the remaining funds from the original allocation of \$10,000.00 will not be sufficient to cover remaining cost. There will be additional attorney fee's for the Town Hall meetings and for his clarifications to public comments and questions along with the reasonable expenses of printing and mailing the Charter Document to the voting households in Raytown. That same document and informational fliers will also be distributed around town at key locations for the public to review and be informed of as to the contents in the Charter document they will be voting on April 7.

The Raytown Charter Commission is thereby requesting that the previous Resolution No.: R-2681-14 be amended, allocating an additional funding amount of \$6,000.00 to cover the anticipated remaining cost needed to complete the work we had been elected to, by the citizens of Raytown. The Raytown Charter Commission also request that this item be put on the February 17, 2015 Board of Aldermen agenda for adoption.

Sincerely,
Steve Guenther, Chairman
Raytown Charter Commission

**CITY OF RAYTOWN
Request for Board Action**

Date: February 11, 2015
To: Mayor and Board of Aldermen
From: Sgt. Aaron Hixon

Resolution No.: R-2745-15

Department Head Approval: _____

Finance Director Approval: _____ (only if funding is requested)

City Administrator Approval: _____

Action Requested: Approval of the Resolution for 2015-2016 MoDOT Highway Safety Crash Reduction/Hazardous Moving Enforcement Grant application.

Recommendation: Approve the Resolution.

Analysis: Resolution approving the Hazardous Moving Grant application from the Missouri Department of Transportation Highway Safety Division for the fiscal year 2015-2016. If awarded the City intends to use these reimbursement funds to decrease hazardous driving related crashes.

The grant allows for approximately 200 hours of enforcement overtime and to send one person to the annual LETSAC conference. There is no match required by the City for this grant.

Alternatives: The City could choose to not apply for the grant and use City resources to achieve a similar result.

Budgetary Impact:

Not Applicable

Additional Reports Attached: Hazardous Moving Grant Application

RESOLUTION NO.: R-2745-15

A RESOLUTION AUTHORIZING AND APPROVING PARTICIPATION BY THE CITY IN THE MISSOURI DEPARTMENT OF TRANSPORTATION HIGHWAY SAFETY CRASH REDUCTION/HAZARDOUS MOVING ENFORCEMENT PROJECT AND AN APPLICATION FOR GRANT FUNDING IN CONNECTION WITH THE HIGHWAY SAFETY CRASH REDUCTION/HAZARDOUS MOVING ENFORCEMENT GRANT FOR SUCH PURPOSES

WHEREAS, the City of Raytown (the "City") has participated in the Missouri Department of Transportation's Highway Safety Crash Reduction/Hazardous Moving Enforcement Grant project in the past and desires to do so in the future; and

WHEREAS, grant funding is available from the State of Missouri for such purposes and the City desires to submit an application for such funding to enhance its Police Department operations; and

WHEREAS, the Board of Aldermen find it is in the best interest of the City to approve participation in the hazardous moving violations enforcement project along with an application for grant funding in connection with such project;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

THAT participation in the Highway Safety Crash Reduction/Hazardous Moving Enforcement Project of the Missouri Department of Transportation is hereby approved; and

FURTHER THAT an Application for a Highway Safety Crash Reduction/Hazardous Moving Enforcement Grant in the amount of \$8,800.00 is hereby authorized and approved; and

FURTHER THAT the Chief of Police and/or City Administrator are hereby authorized to execute the application along with any and all other documents necessary or incidental thereto and to take any and all actions necessary to effectuate the terms of the grant application and program participation.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 17th day of February, 2015.

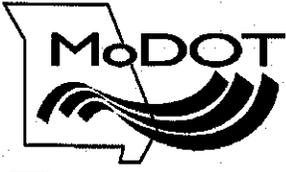
David W. Bower, Mayor

ATTEST:

Approved as to Form:

Teresa M. Henry, City Clerk

Joe Willerth, City Attorney



Traffic and Highway Safety Division
TRAFFIC ENFORCEMENT APPLICATION
October 01, 2015 through September 30, 2016

Traffic and Highway Safety Division
P.O. Box 270
830 MoDOT Drive
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

(Application due by March 02, 2015)

Agency:	Raytown Police Dept.	Agency ORI#:	MO0481000
Address:	10000 E. 59th St.	Federal Tax ID#:	446005511
		State Tax ID#:	446005511
City:	Raytown	State:	MO
		Zip:	64133-3915
		County:	Jackson
Phone:	816-737-6016	Fax:	816-737-6137
Contact:	Sgt. Aaron Hixon	Email:	hixona@raytownpolice.org
Jurisdiction:	Urban	Jurisdiction Population:	36,000
Targeted Population:	Aggressive Drivers		

<p>Project activity for which your agency is requesting funding:</p> <p>Hazardous Moving Violation</p>

Project Title:	Hazardous Moving Grant	Requested Amount:	\$8,800.00
Brief Description:	Crash reduction and Traffic Safety		

Chief Jim Lynch
Authorizing Official



Authorizing Official Signature

Chief of Police
Authorizing Official Title

PROBLEM IDENTIFICATION

Hazardous Moving Violations (HMV) also known as aggressive driving is a serious problem on Missouri's roadways and has contributed substantially to traffic crashes, especially crashes resulting in death. Aggressive drivers are defined within Missouri's Blueprint to SAVE MORE LIVES as, "drivers of motorized vehicles who committed one or more of the following violations which contributed to the cause of a traffic crash: speeding; driving too fast for conditions; and/or following too close."

Aggressive drivers not only put their own lives at risk, but the lives of others as well. Of the 959 people killed, 67.4% were the aggressive driver and the other 32.6% were some other party in the incident. Of the 5,617 seriously injured, slightly more than one-half (53.2%) were the aggressive drivers and nearly one-half (46.8%) being some other person involved.

Hazardous Moving Violations (HMV) also known as aggressive driving is a serious problem on Missouri's roadways and has contributed substantially to traffic crashes, especially crashes resulting in death. Aggressive drivers are defined within Missouri's Blue Print to save more lives as, "drivers of motorized vehicles who committed one or more of the following violations which contributed to the cause of a traffic crash: speeding; driving too fast for conditions; and/ or following to close."

Aggressive drivers not only put their own lives at risk, but others as well. Of the 598 crashes that occurred in Raytown in 2014, 299 involved aggressive driving. 50% of all crashes involved aggressive driving. Of those crashes people suffered personal injury 189 times. Of the 189 personal injuries reported 102 were caused from aggressive driving, that is 54% of injuries.

According to Missouri State Highway Patrol Crash Statistics, from 2011-2013 Raytown had a total of 1,605 crashes. Raytown ranked 32nd in the state during that period. Out of the 1,605 crashes, 306 resulted in personal injury and 1 fatality. Of the crashes that resulted in injury or death, 28 had a contributing factor of speed, 50 had a contributing factor of following too close, 49 had a contributing factor of too fast for conditions, 14 had a contributing factor of improper lane usage/ change, 171 had a contributing factor of fail to yield, 126 had a contributing factor of inattention, and 35 had a contributing factor of signal/ sign violation.

Raytown has consistently had problems with speed involved crashes. The following is a comparison of where Raytown ranks as compared with other cities in the state of Missouri involving speed related crashes.

Speed Involved Crashes- Raytown ranks #33, with 210 crashes
Disabling injury due to speed involved crashes- Raytown ranks #21, with 5
Under 21 speed involved crashes- Raytown ranks #30, with 53 crashes
Disabling injury due to speed involved crashes- Raytown ranks #9, with 3

Some of the top crash locations in Raytown are:

- 350 hwy and Raytown Road
- 350 hwy and Gregory Blvd
- 350 hwy and Sterling
- E 63rd street and Blue Ridge Cutoff
- E 63rd street and Raytown Trafficway

Most crashes occur Monday thru Friday . The times are 0800 hours to 1900 hours.

Hazardous Moving Violations continue to be an issue in Raytown Missouri. In 2014, the Raytown Police Department conducted 6,147 traffic stops. The department issued the following citations in 2014:

- Speeding citations- 1,277
- No insurance citations- 901
- Driving while intoxicated- 89
- Suspended or revoked citations- 548
- Seatbelt citations- 95
- No operator's license citation- 174
- Stop sign violation- 81
- Careless and Imprudent citations- 174
- Child restraint violations- 29

In all the Raytown Police Department issued 4,832 total citations in 2014.

GOALS/OBJECTIVES

In 2011-2013, there were 419,658 traffic crashes in Missouri - 15.4% involved speeding. Correlating with the national data, Missouri's problem is also more significant when examining fatal crashes—of the 2,161 fatal crashes, 38.3% involved drivers who were speeding.

Goal #1:

To decrease HMV/aggressive driving related fatalities to:

- 314 by 2013
- 299 by 2014
- 288 by 2015
- 270 by 2016

Performance Measure:

- Number of HMV/aggressive driving-related fatalities

Benchmark:

- 2013 aggressive driving-related fatalities = 308

Goal #2:

To decrease speed-related fatalities to:

- 299 by 2013
- 285 by 2014
- 272 by 2015
- 258 by 2016

Performance Measure:

- Number of speed-related fatalities

Benchmark:

- 2013 speed-related fatalities = 302

Objective:

Develop and implement a plan that focuses on hazardous moving violations (such as speeding, following too closely, driving too fast for conditions, red-light running, improper lane changes, and failure to yield) at high crash locations and corridors.

PROJECT DESCRIPTION

Project Description information will be captured in the supplemental section.

This will allow for extra enforcement in and around those areas identified as high crash areas to help in reducing injury and fatality crashes in the City of Raytown.

SUPPLEMENTAL INFORMATION

Question	Answer
You must answer the following questions.	
1 Does your agency have an internal safety belt policy for all personnel?	Yes
2 Does your agency report racial profiling data annually?	Yes
3 Does your agency report to STARS?	Yes
4 Does your agency report UCR information annually?	Yes
5 Has any of your officers/personnel been debarred and are therefore not eligible to receive federal funds for reimbursement of salary, fringe benefits, or overtime?	No
6 Please explain any NO answer(s) to questions 1-4:	
Please use the most current 12-months of data available for answering questions 6-11.	
7 Total number of DWI violations written.	89
8 Total number of speeding violations written.	1277
9 Total number of HMV violations written.	1621
10 Total number of child safety/booster seat violations written.	29
11 Total number of safety belt violations written.	95
12 Total number of sobriety checkpoints hosted.	0
Use the most current three years crash data for questions 12-22.	
13 Total number of traffic crashes.	2204
14 Total number of traffic crashes resulting in a fatality.	2
15 Total number of traffic crashes resulting in a serious injury.	657
16 Total number of speed-related traffic crashes.	279
17 Total number of speed-related traffic crashes resulting in a fatality.	0
18 Total number of speed-related traffic crashes resulting in a serious injury.	94
19 Total number of alcohol-related traffic crashes.	104

20 Total number of alcohol-related traffic crashes resulting in a fatality.	1
21 Total number of alcohol-related traffic crashes resulting in a serious injury.	32
22 Total number of unbuckled fatalities.	2
23 Total number of unbuckled serious injuries.	11

Enter your agency's information below.

24 Total number of commissioned law enforcement officers.	45
25 Total number of commissioned patrol and traffic officers.	27
26 Total number of commissioned law enforcement officers available for overtime enforcement.	36
27 Total number of vehicles available for enforcement.	17
28 Total number of radars/lasers.	10
29 Total number of in-car video cameras.	17
30 Total number of PBT's.	0
31 Total number of Breathalyzers.	1

The following information explains the strategies your agency will use to address the traffic crash problem. This information is considered to be the Project Description and should be specific to the crash problem.

32 Identify the primary enforcement locations.

350 hwy from city limit to city limit, all major roadways such as Raytown Rd, Blue Ridge Cutoff, 63rd street, Gregory Blvd, 83rd street, 87th street and all high crash locations as indicated by STARS reports.

33 Enter the months in which enforcement will be conducted.

From January thru December of the grant year

34 Enter the number of enforcement periods your agency will conduct each month. 2

35 Enter the days of the week in which enforcement will be conducted.

Any day of the week that is deemed necessary and appropriate

36 Enter the time of day in which enforcement will be conducted.

anytime of day dictated by crash data and traffic complaints from citizens

37 Enter the number of officers assigned during the enforcement period. 2

38 If equipment, promotional items, or supplies are requested to conduct this project, explain below why it is needed and how it will be used.

N/A

PROJECT EVALUATION

The MHTC will administratively evaluate this project. Evaluation will be based, at a minimum, upon the following:

1. Law enforcement compliance with state UCR, Racial Profiling, and STARS reporting requirements (law enforcement contracts only)
2. Timely submission of monthly reimbursement vouchers and appropriate documentation to support reimbursement for expenditures (i.e., personal services, equipment, materials)
3. Timely submission of periodic reports (i.e., monthly, quarterly, semi-annual) as required
4. Timely submission of the Year End Report of activity (due within 30 days after contract completion date)
5. Attaining the Goals set forth in this contract*
6. Accomplishing the Objectives* established to meet the project Goals, such as:
 - Enforcement activities (planned activities compared with actual activities)
 - Programs (number and success of programs held compared to planned programs, evaluations if available)
 - Training (actual vs. anticipated enrollment, student evaluations of the class, student test scores on course examinations, location of classes, class cancellation information)
 - Equipment purchases (timely purchase of equipment utilized to support and enhance the traffic safety effort; documentation of equipment use and frequency of use)
 - Public awareness activities (media releases, promotion events, incentive items or education materials produced or purchased)
 - Other (any other information or material that supports the Objectives)
7. The project will be evaluated by the Traffic and Highway Safety Division through annual crash analysis.

Evaluation results will be used to determine:

- The success of this type of activity in general and this particular project specifically;
- Whether similar activities should be supported in the future; and
- Whether grantee will receive funding for future projects.

*Evaluation and requests to fund future projects will not be based solely on attaining Goals and/or Objectives if satisfactory justification is provided.

ADDITIONAL FUNDING SOURCES

none

BUDGET

Category	Item	Description	Quantity	Unit Cost	Total	Match	Total Requested
Personnel							
	Salary and Fringe	Grant Enforcement Payroll and Overtime with FICA and Pension	200	\$44.00	\$8,800.00	\$0.00	\$8,800.00
					\$8,800.00	\$0.00	\$8,800.00
Training							
	Professional Development	LETSAC conference for one person	1	\$750.00	\$750.00	\$750.00	\$0.00
					\$750.00	\$750.00	\$0.00
Total Contract					\$9,550.00	\$750.00	\$8,800.00

ATTACHMENTS

Document Type

Description

Original File Name

Date Added

CITY OF RAYTOWN
Request for Board Action

Date: February 12, 2015
To: Mayor and Board of Aldermen
From: Kevin Boji, Parks and Recreation Director

Resolution No.: R-2746-15

Department Head Approval: _____

Finance Director Approval: _____ (only if funding requested)

City Administrator Approval: _____

Action Requested: Authorize a professional service agreement with PROS Consulting, Inc. for Phase I of a Park Master Plan in an amount not to exceed \$50,000.00 for fiscal year 2014-2015.

Recommendation: Staff recommends approval.

Analysis: The Park Master Plan is a planning document to guide future park development for the next 10-15 years. The process includes a comprehensive audit of the City's park facilities, identifying system weaknesses, evaluating recreation programs and exploring new opportunities to generate additional revenue. The plan has the potential to produce positive economic development and become an integral part of the City's comprehensive plan.

Further, a master plan provides direction and public input using statically valid community surveys, assesses citizens' needs and guides park acquisition and development. The final report will identify future funding sources and guide direction of the City's resources. Special consideration will be given to the future of Super Splash. The City's Park Master Plan was last updated in 2001.

Of the nine firms who submitted proposals, PROS Consulting was selected as the finalist following evaluation through a qualification-based weighted scoring process. The fiscal year 2014-2015 budget is \$50,000.00. The PROS Consulting contract is \$78,275.00 with a 15% contingency for a total project cost of \$90,000.00. Since the project exceeds budgeted amounts the total cost will be spread over two fiscal years and will be broken into Phase I and Phase II. Phase I will be completed during fiscal year 2014-2015 and Phase II will be brought back to the Board of Aldermen for funding during fiscal year 2015-2016.

The agreement has been reviewed by the City Attorney. The Raytown Park Board approved a motion to accept the agreement from PROS Consulting, Inc. on January 12, 2015.

Alternatives: Do not approve resolution.

Budgetary Impact:

- Not Applicable
- Budgeted item with available funds
- Non-Budgeted item with available funds through prioritization
- Non-Budgeted item with additional funds requested

Amount: \$50,000.00
Department: Park
Fund: Park Fund

Additional Reports Attached: January 12, 2015 Park Board meeting minutes, PROS Consulting, Inc. Professional Services Agreement

A RESOLUTION AUTHORIZING AND APPROVING EXECUTION OF AN AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES WITH PROS CONSULTING, INC. FOR A PHASE I OF A PARK MASTER PLAN IN AN AMOUNT NOT TO EXCEED \$50,000.00 FOR FISCAL YEAR 2014-2015

WHEREAS, the City desires to engage the services of PROS Consulting, Inc. to provide a Park Master Plan to guide future park development for the next 10-15 years; and

WHEREAS, the City solicited proposals by a competitive and publicly announced process and desires to enter into an agreement with PROS Consulting, Inc. related to a Park Master Plan; and

WHEREAS, the Scope of Work to be provided by PROS Consulting, Inc. as described in the Professional Consulting Services Agreement are set forth in the attached Exhibit "A", and

WHEREAS, the City Administrator is authorized and empowered by the City to execute agreements providing for professional services, upon approval by the Board of Aldermen; and

WHEREAS, the Board of Aldermen find that it is in the best interest of the citizens of the City of Raytown that the City enter into an agreement with PROS Consulting, Inc. for such purposes;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

THAT the Agreement for Professional Consulting Services by and between the City of Raytown, Missouri and PROS Consulting, Inc. in amount not to exceed \$50,000.00 for fiscal year 2014-2015 is hereby authorized and approved; and

FURTHER THAT the City Administrator is hereby authorized to execute any and all documents necessary in connection with this agreement and the City Clerk is authorized to attest thereto.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 17th day of February, 2015.

David W. Bower, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Joe Willerth, City Attorney

AGREEMENT
For
PROFESSIONAL CONSULTING SERVICES
Between
The City of Raytown and
PROS Consulting, Inc.

THIS AGREEMENT made as of _____, 2015 and between the City of Raytown (hereinafter called OWNER) and PROS Consulting, Inc., an Indiana S-Corporation specializing in consulting services (hereinafter called CONSULTANT). This contract is for Professional Consulting Services for the *Parks and Recreation Master Plan* (hereinafter called PROJECT) as described in EXHIBIT A.

Employment of Consultant

The OWNER agrees to retain the CONSULTANT and the CONSULTANT agrees to furnish consulting services in connection with the PROJECT as stated in Section II following, and for having rendered such services the OWNER agrees to pay to the CONSULTANT compensation as stated in Chapter V following.

Character and Extent of Services

The Professional Services to be rendered by Consultant shall be performed as described in EXHIBIT A.

Authorization of Services

No professional services of any nature shall be undertaken by the CONSULTANT under this agreement until he has received authorization from the OWNER.

Period of Service

This AGREEMENT shall be effective upon execution by the OWNER and the CONSULTANT and shall remain in force until terminated under the provisions hereinafter provided in Chapter VII or the CONSULTANT completes the work as provided in Chapter IX or whichever occurs first.

The Consultants' Compensation

For and in consideration of the services to be rendered by the CONSULTANT, the OWNER shall pay, and the CONSULTANT shall receive the compensation hereinafter set forth for the Tasks as described in Exhibit A, Scope of Services. Compensation shall be over two fiscal years: Phase I will be \$49,655 which includes travel expenses for tasks as presented in Exhibit A, Scope of Services; Phase II will be \$28,620 which includes travel expenses for tasks as presented in Exhibit A, Scope of Services. The total compensation will be \$78,275. CONSULTANT shall submit monthly statements for services rendered paid within 30 days, based upon hours of work completed for the major work elements identified in the Scope contained in EXHIBIT A attached to and made part of this contract. It is agreed by both the OWNER and the CONSULTANT that the fees paid under this "Agreement for Professional Consulting Services" shall not exceed \$78,275 which includes travel expenses for baseline tasks, which does not include the Optional items, as presented in Exhibit A.

Ownership of Documents

All work performed by the CONSULTANT pursuant to this agreement shall be deemed to be owned by the City and , to the extent applicable, the CONSULTANT hereby conveys to the City all right, title, and interest in and to the final work product. Work product means any and all plans, specifications, drawings, designs, models, ideas, reports, software programs and the object code, source code, reports and executables related thereto. Should this agreement be terminated, any and all work products and electronic files will be delivered to the City upon completion of payment provided in Chapter V.

Termination

OWNER may terminate this contract at any time by notice, in writing, to CONSULTANT. If the contract is terminated by OWNER, as provided herein, CONSULTANT shall be compensated for actual work performed to the date of such notification. Upon delivery of such notice by the OWNER to the CONSULTANT, the CONSULTANT shall discontinue all services in connection with the performance of the AGREEMENT and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to the AGREEMENT. As soon as practicable after receipt of notice of termination, the CONSULTANT shall submit a statement, showing in detail the services performed under the AGREEMENT less such payments on account of the charges as have been previously made.

Successors and Assignments

OWNER and CONSULTANT each binds itself and its successors, agents, employees, and assigns to the other party of this contract and to the successors, agents, employees, and assigns of such other party in respect to all, covenants of this contract. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be in a party hereto. CONSULTANT shall not assign this agreement to the successors, agents, employees, and assigns without prior approval of the City.

Owner Indemnified

The CONSULTANT shall hold harmless, defend and indemnify the OWNER from all claims and liability but excluding consequential damages of any description due to activities of himself, his agents, or employees, performed under this contract and which results from a negligent act, error, or omission of the CONSULTANT or any person employed by the CONSULTANT. The CONSULTANT shall also save harmless the OWNER from any and all expenses, including attorney fees which might be incurred by the OWNER in litigation or otherwise resisting said claim or liabilities which might be imposed on the OWNER as the result of such activities by the CONSULTANT, his agents, or employees.

Professional Liability Insurance

CONSULTANT shall maintain, in force, during the period of this contract, Professional Liability Insurance (errors and omissions insurance) with limits as follows: Aggregate Limit of Liability- \$300,000; Per Claim Limit of Liability - \$300,000 Worker's Compensation to Statutory Limits. Simultaneously with execution of this contract, CONSULTANT shall furnish to OWNER, a certificate of insurance showing aforesaid coverage of CONSULTANT.

Services by Owner

OWNER shall perform the following services related to PROJECT. Make available to CONSULTANT information and data pertinent to the assignment including previous reports and any other data relative thereto. Provide reasonable access to and make all provisions for CONSULTANT to enter upon public property as required for CONSULTANT to perform its services under this agreement. Furnish OWNER'S own legal, accounting, financial, and insurance counseling services as may be required for the PROJECT. Designate an individual to act as OWNER'S representative with respect to the services to be performed under this agreement. Said person shall have the authority to transmit instructions, receive information, interpret and define OWNER'S policies and decisions with respect the PROJECT, and other matters pertinent to the services covered by this agreement.

Miscellaneous

For the purposes of this AGREEMENT, all written correspondence shall be directed to the addresses listed below:

OWNER:
Kevin Boji
Parks and Recreation Director
City of Raytown
5912 Lane
Raytown, MO 64133

CONSULTANT:
Leon Younger
President
PROS Consulting, Inc.
201 S. Capitol Avenue, Suite 505
Indianapolis, IN 46225

IN TESTIMONY of which this instrument is executed on behalf of the above named CONSULTANT, it has been executed on behalf of OWNER, on the day and year first above written.

Signed:

City of Raytown
By:

PROS CONSULTING, Inc.
By:

Printed Name:

Printed Name: Leon Younger

Title:

Title: President

Date:

Date:

Exhibit A

Project Understanding

The City of Raytown has a strong commitment to provide high-quality parks and recreation facilities and programs for the community. Building upon the Department’s success, the City desires a comprehensive *Parks and Recreation Master Plan* that is concise, user friendly and visionary regarding the health and vibrancy of the City’s parks, recreation programs, facilities, and open spaces. The master plan will result in the creation of a comprehensive inventory of all Raytown parks, trails, open spaces and recreational facilities, specifically Super Splash USA. The Parks Recreation Master Plan will reflect Raytown’s strong commitment to provide high quality recreational activities for the community and as such, will require approval by the Raytown Park Board and the City Board of Alderman to gain adoption.



The purpose of the plan is to set the framework for decision makers in the planning, maintenance and development of Raytown’s parks and recreation facilities. The plan is intended as a planning tool that addresses future needs and establishes parks and facility standards. Also, the plan will provide recommendations for a systematic and prioritized approach to implementation of parks and recreation projects.

The *Parks and Recreation Master Plan* will be a shared process that taps the opinions and ideas of community stakeholders and includes a comprehensive inventory of assets, demographics, and current planning standards. The scope of work will focus on three (3) components: 1) Needs assessment & Audit of Existing Facilities; 2) Recommendation of modifications, improvements, and additions to parks/facilities to meet current and future needs; and 3) a Financial Implementation Plan. The plan will include at a minimum the following components:

- **Engage the community**, leadership and stakeholders in meaningful, varied and a creative public input process to build a shared vision for parks and recreation that supports the economic and community goals of the City of Raytown;
- Utilize a **wide variety of data sources and best practices** to predict trends and patterns of use and how to address unmet needs in the City;
- **Determine unique Level of Service Standards** for the City to project appropriate and prudent actions regarding program services, parks, open space, amenities, and trails, as well as Super Splash USA;
- **Shape financial and operational preparedness** through innovative and “next” practices in revenue generation to achieve the strategic objectives and recommended actions, and implementation strategies outlined in the plan;
- **Develop a dynamic and realistic strategic action plan** that can ensure long-term success and financial sustainability for the City’s parks, recreation programs and aquatic facilities, as well as action steps to support the family-oriented community and businesses that calls Raytown home.

The foundation of the Consulting Team’s approach is a creative and comprehensive public participation process. It is very important to not only to engage those who typically participate in the planning process but also those who do not. We will identify opportunities that engage people through a variety of community input processes. The information derived by the public’s participation in key leadership meetings, focus group meetings, public forums, and citizen-household surveys is important. However, it is equally important that the information received is applied to the overall planning process to articulate accurately the true unmet needs, address key issues and provide the

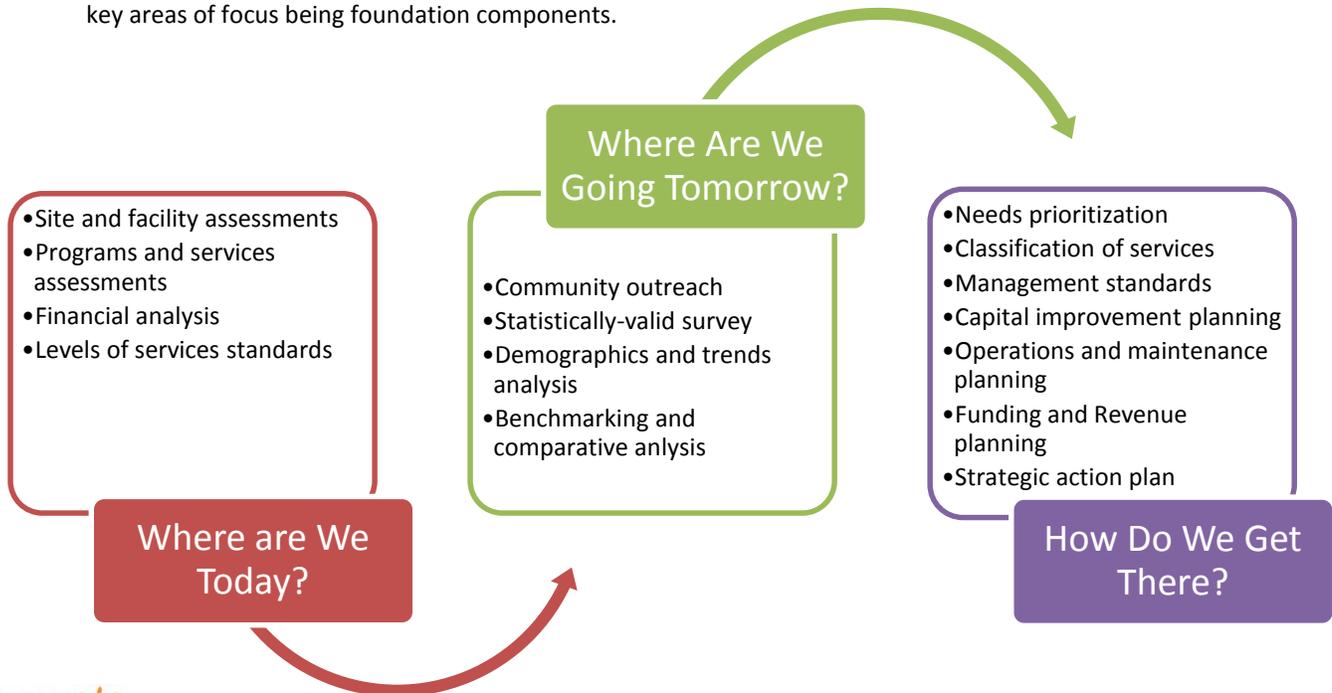
greatest recommendations, and strategies to move the City’s parks and recreation services forward for optimum results.

The PROS Consulting Team proposes to utilize its Community Values Model™ as the foundation of the Master Plan. The Community Values Model™ is an innovative process to utilize comprehensive public input and insight in a meaningful way. Input, guidance and values from key community leaders, stakeholders, and the general public are used to create overall guiding principles and values of the community related to the delivery of parks and recreation services. The Community Values Model™ is then used as the basis for developing or reaffirming the vision, mission and strategic objectives for the Master Plan. The strategic objectives address six unique areas of strategic master planning including:

Community / Mandates / Priorities	Standards	Levels of Services	Financial / Revenue	Partnerships	Governance / Organization
<ul style="list-style-type: none"> • Health & Wellness • Principles of Community • Mandatory Elements for Facilities, Programs & Services 	<ul style="list-style-type: none"> • Land and Open Space • Facilities • Programs • Maintenance 	<ul style="list-style-type: none"> • Levels of Service Delivery • Core Services • Role in Delivery vs. Other Service Providers 	<ul style="list-style-type: none"> • Funding Mechanisms to Support Operations & Capital 	<ul style="list-style-type: none"> • Public/Public • Public/Not-for-Profit • Public/Private 	<ul style="list-style-type: none"> • Design/Align Organization to Support Vision and Values to Community

Key Steps in the Process

The Master Plan will create a clear set of objectives that will provide direction to the Board of Alderman, Parks Board and the Parks and Recreation Department Staff for development and enhancement of the City’s parks and recreation system for a short-term, mid-term and long term range. There are numerous steps in the project, with the following key areas of focus being foundation components.



Project Scope of Work

The PROS Consulting Team proposes a comprehensive planning approach to address the requirements of the *Parks and Recreation Master Plan* and will deliver a living and working document that provides guidance for both short-term and long-term goals in a financially sustainable and achievable manner. Following is a detailed approach to develop the master plan related to implementing specific action items.

PHASE I

Task 1 -Project Management, Progress Reporting & Data Review

A. Kick-off Meeting & Project Management - A virtual kick-off meeting should be attended by the key Department staff and Consulting Team members to confirm project goals, objectives, and expectations that will help guide actions and decisions of the Consulting Team. Detailed steps of this task include:

- Confirmation – The project goals, objectives, scope, and schedule will be confirmed.
- Outcome Expectations – Discuss expectations of the completed project. .
- Communications – Confirmation on lines of communication, points of contact, level of involvement by Department staff and local leaders, and other related project management details. Also, protocols and procedures for scheduling meetings should be agreed to.
- Data Collection – The Consulting Team will collect, log, and review key data and information to facilitate a thorough understanding of the project background.
- Progress Reporting – The Consulting Team will develop status reports to the Department on a monthly basis. More importantly, we will be in close and constant contact with your designated project coordinator throughout the performance of the project. Lastly, the Consulting Team will meet with the Project Manager at important milestone dates during the master planning process, which will be finalized at the kick-off meeting with specific dates outlined.
- Prepare database of stakeholders – The Consulting Team will work with the Department who will gather contact information from a variety of sources within the Department. This information will be used in the key leadership/focus group interview portion of the *Parks and Recreation Master Plan*.

B. Data Collection and Review – The Consulting Team will assemble and review available documentation from City files, existing City planning documents, existing site or facility master plans that could include the following:

- The City’s Comprehensive Plan
- Current Land Use and Planning Standards and Ordinances
- The 2006 National Civil League Strategic Plan – Discovering Raytown Parks - Endless Opportunities, specifically the cost recovery goals for all park facilities
- Preventative maintenance, facility reserve needs and future plans a Super Splash USA Waterpark
- 2001 Raytown Parks and Recreation Department Parks and Open Space Master Plan

Meetings: City staff review meeting of scope and schedule. The Consulting Team and the assigned City’s Project Manager will hold progress meetings via conference call as often as necessary, but no less than once per month until the final plan is approved by the Parks Board and the City Board of Alderman for the purpose of progress reporting. Lastly, the Consulting Team will meet with the Project Manager at important milestone dates during the master planning process, which will be finalized at the kick-off meeting with specific dates outlined.

Deliverables: Finalized scope of work, work schedule with target completion dates, and identification of relevant stakeholders and focus groups. City staff input report and a summary report assessment of existing master plans

Task 2 - Community Profile & Public Engagement Process

The Consulting Team will utilize a **robust** public input process to solicit community input on how the City of Raytown park system, open space, trails, recreation facilities, and programs meet the needs of residents into the future. This task is an integral part of the Parks and Recreation Master Planning process. A wide range of

community/participation methods may be utilized with traditional public meetings. The PROS Consulting Team will prepare a community outreach agenda to include the number and types of meetings which will be held. Also, a statistically-valid updated City-wide needs assessment survey will be conducted to identify community needs and issues related to recreation/park programs and facilities. Specific tasks include:

A. Demographic & Recreation Trends Analysis – The Consulting Team will utilize the City’s projections and supplement with census tract demographic data obtained from Environmental Systems Research Institute, Inc. (ESRI), the largest research and development organization dedicated to Geographical Information Systems (GIS) and specializing in population projections and market trends; for comparison purposes data will also be obtained from the U.S. Census Bureau. This analysis will provide an understanding of the demographic environment for the following reasons:

- To understand the market areas served by the park and recreation system and distinguish customer groups.
- To determine changes occurring in the City and the region, and assist in making proactive decisions to accommodate those shifts.
- Provide the basis for Equity Mapping and Service Area Analysis

The City’s demographic analysis will be based on US 2000 Census information, 2014 updated projections, and 5 (2019) and 10 (2024) year projections. The following demographic characteristics will be included:

- Population density
- Age Distribution
- Households
- Gender
- Ethnicity
- Household Income

From the demographic base data, sports, recreation, and outdoor trends are applied to the local populace to assist in determining the potential participation base within the community. For the sports and recreation trends, the Consulting Team utilizes the Sports & Fitness Industry Association’s (SFIA) 2013 Study of Sports, Fitness and Leisure Participation, ESRI local market potential, as well as participation trends from the Outdoor Foundation on outdoor recreation trends.

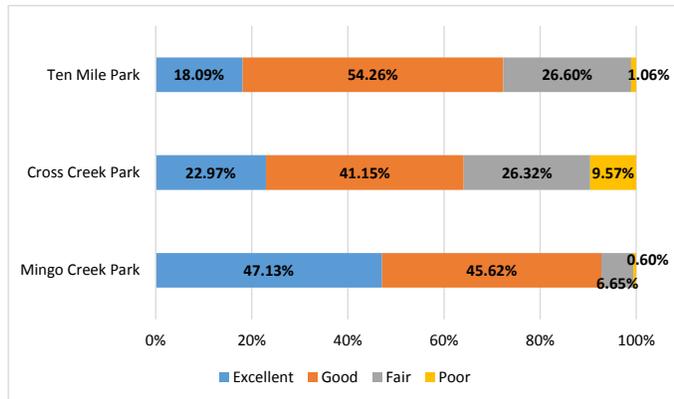
B. Key Leadership/Focus Group Interviews – The Consulting Team will perform focus groups and key leadership interviews the community to evaluate their vision for parks and recreation in the City of Raytown community. Five (5) focus group meetings and key leadership interviews with the City Board of Alderman and other key leaders (up to 7) will be held over a two-day period. Also, at least two (2) meetings will be completed with the Parks Board to provide progress reports. During these interviews/focus groups, the Consulting Team will gain an understanding of the community values, as well as determine the priority for recreation facilities and programming, parks, trails and open space development needs of the Department. The following list of potential interviewees will be used to select the final list in conjunction with the Department:

- Elected Officials
- Key Business Leaders
- City Administration
- Parks and Recreation Advisory Board
- Key Partners/Philanthropic Organizations
- School officials
- Users and non-users of the parks and recreation system
- Department Staff
- Youth sports groups

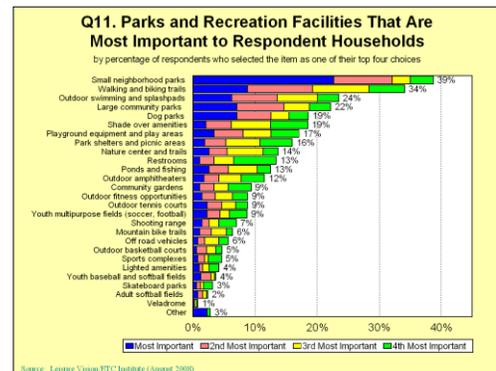
C. Public Forums/Workshops – Public forums will serve to present information and gather feedback from citizens at large. It is important to have initial meetings early in the process and follow-up meetings during the final plan development process. It will be important to get maximum media exposure to inform citizens of the purpose and importance of the meetings and clearly note time and locations. We propose to conduct a total of one (1) public forum: one (1) initial public forum to introduce the project and project goals, gain input for the community’s vision and core values for the City’s parks and recreation system. This meeting would be informal in nature offering the public an opportunity to participate in the planning process and to provide feedback on the proposed options. The purpose for these meeting will be to ensure opportunities for the general public to discuss their priorities and perceptions surrounding the parks and recreation system. The forums will also afford the opportunity to subtly educate the public on the opportunities, benefits, and constraints of the City’s parks and recreation system.



D. Electronic Survey (OPTIONAL) – Also, the Consulting Team will create an online survey administered through www.surveymonkey.com. This survey will be promoted through the City’s website and promotional mediums to maximize outreach and response rates. These surveys will provide quantitative data and guidance in addition to the stakeholder and focus groups in regards to the recommendations for park amenities, specific programs, facility components, usage, and pricing strategies.



E. Statistically-Valid Needs Analysis Survey – The Consulting Team will perform a random, scientifically valid community-wide household to quantify knowledge, need, unmet need, priorities and support for system improvements including facility, programming, and parks needs of the City.



The Consulting Team will administer a statistically valid random sampling Needs Assessment Survey of household surveys in the City of Raytown. The survey will be administered by phone or by a combination of a mail/phone survey and will have a minimum sample size of 325 completed surveys at a 95% level of confidence and a confidence interval of +/- 5.4%. Prior to the survey being administered, it will be reviewed by both staff and the Parks Board.

F. Crowd-Sourcing Project Website (OPTIONAL) - The Consultant Team could develop a customized project website that will provide on-going project updates and will serve as the avenue to crowd-source information throughout the project for the entire community. This could be combined with input through Social Media and could also host videos through a dedicated YouTube Channel and utilize the City’s website. E.g.

www.carlsbadparksplan.com. It has proven to be a very effective tool in engaging the community on an on-going basis as well as maximize outreach to an audience that may not traditionally show up at public meetings or choose to respond to a Phone or Mail survey.

Meetings: A Demographic & Recreational Trends Analysis Report. City staff review of community meetings agenda. Five focus group meetings, up to seven community stakeholder meetings, and one Community Public Forum Meeting to gather public input. City staff review and finalization of statistically-valid needs analysis survey. Meetings with the Parks Board.

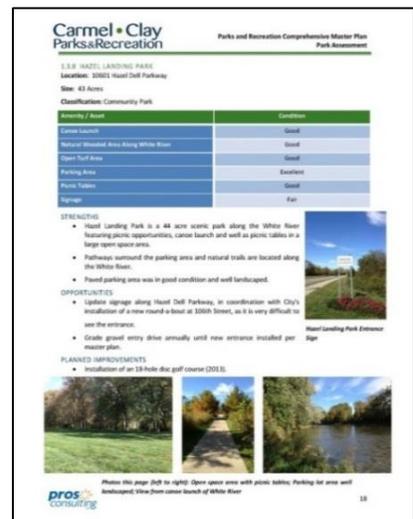
Deliverables: The Consulting Team will act as professional facilitators to gather information about services, use, preferences and any agency strengths, weaknesses, opportunities and threats. Well organized and directed activities, techniques, and formats will be provided to ensure that a positive, open and proactive public participation process is achieved. Written community meeting report for each meeting will be provided. Conduct Community survey draft for review and survey results and analysis report. Crowd-sourcing project website if desired by the City of Raytown.

Task 3 - Parks, Facilities, and Program Analysis

A. Parks and Facilities Inventory and Assessment – The Consulting Team will provide an electronic form for City staff to use in completing acreage and facility inventory of park property and facility/amenity inventory. A park and facility tour will be performed with City staff, Operations and Maintenance staff, and Programming staff to confirm and modify any additional information to the inventory form, as well as perform a Supply Analysis to identify existing and potential parks and recreation resources, and facilities provided across the community. During this tour, general observation of park and recreation facilities will include:

- Photographs along with text to illustrate key environmental features in the City
- General state and condition
- Compatibility with neighborhoods
- Compatibility of amenities offered through the City
- Aesthetics/Design
- Safety/security
- Public Access
- Connectivity to the surrounding neighborhoods through non-motorized travel
- Program capacity and compatibility with users
- Partnership opportunities
- Revenue generation opportunities
- Inventory existing miles of trails locations and destinations

The findings from this review will be documented in a prepared data collection form. Analysis will be performed from this review, and incorporated into an *Assessment Summary Report*.



B. Park Classifications and Level of Service Standards – The Consulting Team will work with the Department to review and confirm, modify or add to existing park classifications, and preferred facility standards for all park sites, trails, open space amenities including common areas and indoor and outdoor facilities. These classifications will consider size, population served, length of stay, and amenity types/services. Facility standards include level of service standards and the population served per recreational facilities and park amenities. Any new or modified classification or standard will be approved as required. These are based on regional, statewide or nationally accepted parks and recreation standards, as well as the Consulting Team’s national experience and comparison with peer/survey agencies. These standards will be adapted based on the needs and expectations of the City of Raytown.

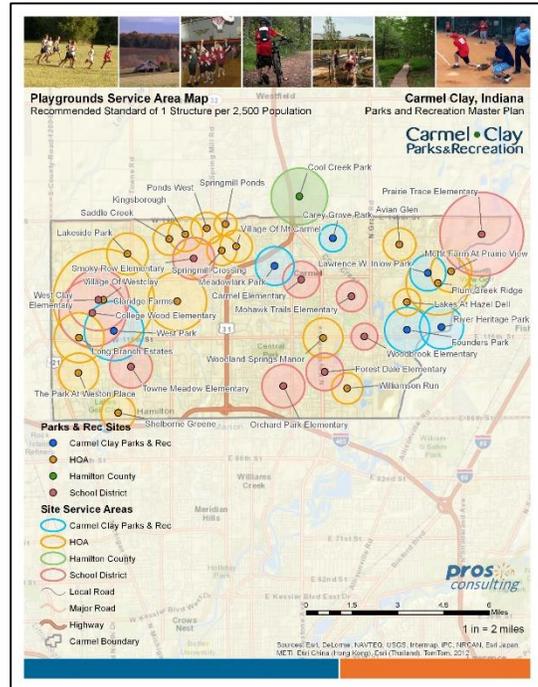
PARKS:	2012 Inventory - Developed Facilities								2012 Facility Standards				2017 Facility Standards	
	C CPR Inventory	City/CRC	School District	Da's Club	HOA	County Parks	Total Inventory	Current Service Level based upon population	Recommended Service Levels; Revised for Local Service Area	Meet Standard/ Need Exists	Additional Facilities/ Amenities Needed	Meet Standard/ Need Exists	Additional Facilities/ Amenities Needed	
Local Parks (1-10 acres)	28.25	-	-	-	-	-	28.25	0.33 acres per 1,000	0.00 acres per 1,000	Meets Standard	- Acre(s)	Meets Standard	- Acre(s)	
Community Parks (11-100 acres)	168.37	-	-	-	-	63.00	231.37	2.68 acres per 1,000	3.00 acres per 1,000	Need Exists	28 Acre(s)	Need Exists	55 Acre(s)	
Signature Parks (100+ acres)	279.22	-	-	-	-	125.00	404.22	4.68 acres per 1,000	4.00 acres per 1,000	Meets Standard	- Acre(s)	Meets Standard	- Acre(s)	
Undeveloped Parks	13.38	141.20	-	-	-	-	154.58	1.79 acres per 1,000	1.00 acres per 1,000	Meets Standard	- Acre(s)	Meets Standard	- Acre(s)	
Greenways	51.83	-	-	-	-	-	51.83	0.60 acres per 1,000	2.00 acres per 1,000	Need Exists	121 Acre(s)	Need Exists	139 Acre(s)	
Total Park Acres	541.05	141.20	-	-	-	188.00	870.25	10.07 acres per 1,000	10.00 acres per 1,000	Meets Standard	- Acre(s)	Need Exists	83 Acre(s)	
OUTDOOR AMENITIES:														
Playgrounds	6.00	-	11.00	-	25.00	2.00	44.00	1.00 structure per 1,965	1.00 structure per 2,500	Meets Standard	- Structure(s)	Meets Standard	- Structure(s)	
Spray Pads	2.00	-	-	-	-	-	2.00	1.00 structure per 43,220	1.00 structure per 20,000	Need Exists	2 Structure(s)	Need Exists	3 Structure(s)	
Picnic Areas/Shelters	14.00	-	-	-	14.00	-	28.00	1.00 structure per 3,087	1.00 structure per 4,000	Meets Standard	- Structure(s)	Meets Standard	- Structure(s)	
Soccer Field	-	-	-	23.00	1.00	3.00	27.00	1.00 field per 3,201	1.00 field per 4,000	Meets Standard	- Field(s)	Meets Standard	- Field(s)	
Ballfields	-	-	12.00	11.00	5.00	4.00	32.00	1.00 field per 2,701	1.00 field per 4,000	Meets Standard	- Field(s)	Meets Standard	- Field(s)	
Multi-Purpose Fields	2.00	-	3.00	14.00	-	-	19.00	1.00 field per 4,549	1.00 field per 4,000	Need Exists	3 Field(s)	Need Exists	5 Field(s)	
Basketball Courts	2.00	-	8.00	-	12.00	-	22.00	1.00 court per 3,929	1.00 court per 5,000	Meets Standard	- Court(s)	Meets Standard	- Court(s)	
Tennis Courts	-	-	37.00	-	50.00	-	87.00	1.00 court per 994	1.00 court per 3,000	Meets Standard	- Court(s)	Meets Standard	- Court(s)	
Multi-Use Trails (Miles)	16.00	-	-	-	-	-	16.00	0.19 miles per 1,000	0.40 miles per 1,000	Need Exists	19 Mile(s)	Need Exists	22 Mile(s)	
Amphitheater	1.00	1.00	-	-	-	1.00	3.00	1.00 site per 28,813	1.00 site per 50,000	Meets Standard	- Site(s)	Meets Standard	- Site(s)	
Skate Park	1.00	-	-	-	-	-	1.00	1.00 site per 86,439	1.00 site per 40,000	Need Exists	1 Site(s)	Need Exists	1 Site(s)	
Volleyball Pit	2.00	-	-	-	14.00	-	16.00	1.00 site per 5,402	1.00 site per 20,000	Meets Standard	- Site(s)	Meets Standard	- Site(s)	
Outdoor Aquatic Center (Square Feet)	48,183.50	-	-	-	-	-	48,183.50	0.56 SF per person	0.50 SF per person	Meets Standard	- Square Feet	Meets Standard	- Square Feet	
Monon Community Center (Square Feet)	146,225.00	-	-	-	-	-	146,225.00	1.69 SF per person	1.50 SF per person	Meets Standard	- Square Feet	Meets Standard	- Square Feet	
2012 Estimated Population	86,439													
2017 Estimated Population	95,303													

Notes:
 County inventory includes inventory only found in Carmel Clay Parks and Recreation jurisdiction
 Population based on Clay Township's limits
 The 37 tennis courts are part of an Inter-local Agreement establish with school district for public use



C. Geographical Analysis through Mapping (OPTIONAL) – The Consulting Team will work with the Department to determine appropriate GIS mapping. The Consulting Team can utilize GIS to perform a geographical mapping to identify service area analysis for specific facilities and programs. This includes mapping by classification and major amenities by facility standards as applied to population density and geographic areas. A service area is defined as a circular area around a park or amenity whose radius encompasses the population associated with the appropriate facility standard for each park classification and amenity. Using the facility standards and service areas provided by Consulting Team for each park and major facility type (amenity), a series of maps by each park classification and major amenities will be prepared. Major parks and facilities to be mapped could include:

- Neighborhood Parks
- Community Parks
- Soccer Fields
- Football Fields
- Baseball Fields
- Softball Fields
- Basketball Courts
- Tennis Courts
- Trails
- Playgrounds
- Picnic Pavilions
- Aquatics/ Pools
- Recreation/Community Centers



This mapping identifies gaps and overlaps in service area. It is assumed that the Department will provide base GIS information including inventory and general location of park sites and amenities. The Consulting Team will provide maps in digital format (ARCGIS and Adobe Acrobat PDF format) and hard copy.

D. Recreation Program Assessment – Recreation programs and special events are the backbone of park and recreation agencies. This assessment will review how well the City of Raytown aligns itself with community needs. The goal of this process is to provide recreation program enhancements that result in successful and innovative recreation program offerings. The Consulting Team will provide insight into recreation program trends from agencies all around the country. The process includes analysis of:

- Age segment distribution
- Lifecycle analysis
- Core program analysis and development
- Similar provider analysis/duplication of service
- Market position and marketing analysis
- User fee analysis for facilities and programs/services
- Review of program development process
- Backstage support, or service systems and agency support needed to deliver excellent service

Ultimately, the outcome of the process will be the creation of a dynamic recreation program plan that results in increased registration, drives customer retention and loyalty, improves customer satisfaction, and increases revenues. Additionally, it will help focus staff efforts in core program areas and create excellence in those programs deemed most important by program participants.

E. Prioritized Facility and Program Priority Rankings – The Consulting Team will synthesize the findings from the community input, survey results, standards, demographics and trends analysis, park and facility assessment, recreation services assessment and the service area mapping into a quantified facility and program priority ranking. This priority listing will be compared against gaps or surplus in recreation services, parks, facilities and amenities. This will list and prioritize facility, infrastructure, amenities, and program needs for the parks and recreation system and **provide guidance** for the Capital Improvement Plan. The analysis will include probable future parks, recreation facilities, open spaces and trail needs based on community input, as well as state and national user figures and trends. Also, a set of prioritized recommendations for maintenance and renovation of parks, trails and recreation facilities will be developed. The Team will conduct a work session with staff to review the findings and make revisions as necessary.

Shawnee County Facility/Amenity Needs Assessment	Overall Ranking
Walking, hiking and biking trails	1
Small neighborhood parks	2
Indoor fitness/exercise facilities	3
Large community parks	4
Natural areas/wildlife habitats	5
Indoor running/walking track	6
Picnic areas and shelters	7
Outdoor swimming pools/water parks	8
Indoor swimming pools/leisure pools	9
Playground equipment	10
Boating and fishing areas	11
Golf courses	12
Off-leash dog park	13
Indoor theater	14
Indoor sports fields (baseball, soccer, etc)	15
Indoor basketball/volleyball courts	16
Youth baseball/softball fields	17
Historic homes/grounds	18
Youth soccer fields	19
Outdoor basketball courts	20
Adult baseball/softball fields	21
Skate parks	22
Outdoor tennis courts	23
Outdoor sand volleyball courts	24
Adult soccer fields	25

Meetings: Review of staff provided inventory and condition information. Tour of existing Parks and Recreation Department facilities/properties, as well as Super Splash USA. Park classification and standards review discussion. Also, meeting on appropriate mapping method if desired. Initial meeting with Recreation staff to provide information regarding current program offerings. Follow up after review after initial site visit and review to present findings and recommendations. Rank and prioritize demand and opportunities and provide a Capital Improvement Plan. Final report with a rank and prioritization of needs; gap analysis between recognized standards and current inventory; and a gap analysis between recognized community desires and current inventory.

Deliverables: Parks and Recreation Department Facility Analysis / Assessment Report. Programs and Services Assessment Report.



Task 4 - Super Splash USA Analysis

The conceptual design process will include an evaluation of the existing conditions, as well as, the development of alternatives that meet the goals summarized in the Needs Assessment portion of the project. The options will be refined with the city staff, but should also be presented to the public for their feedback.

- A. Evaluation Analysis** – We will review the existing Super Splash USA facility and site, and will determine how and if renovation is a valid option. This is an important task to identify what portions are feasible to renovate, and what should be replaced. We will review the physical condition, and also discuss with staff the operational and maintenance challenges. We will provide our own assessment of its condition from a thorough review of all portions of the facility.
- B. Concept Planning** – After evaluating Super Splash USA and completing the needs assessment, we will develop a plan to provide an aquatic facility that will be right for you. We will develop concept plans that encompass the key features, programming needs, and comments. This work will include color plan-view drawings, recommended features, and preliminary cost information. During the concept development process, we will conduct necessary meetings, with the committee and with the public as identified and necessary. Comments and revisions from each meeting will be incorporated into the concept plans to develop the final concept for approval.
- C. Cost Estimates** – For each concept we will provide a projected cost so you can better compare the options. Our costs will be a combination of unit costs based on pool size and individual feature costs. The cost information will be based on recently bid and constructed pools, adjusted for your specific location and inflation.

PHASE II

Task 5 - Implementation & Master Plan Development

The *Parks and Recreation Master Plan* will be framed and prepared through a series of workshops with Department staff. The overall vision and mission statements will be affirmed or modified, and direction for the Department will be established along with individual action strategies that were identified from all the research work completed.

Key recommendations and tactics that support each action strategy to its fullest outcome will be outlined in a strategy matrix with priorities, timelines, measurement, and teams within the Department or external partners to focus on. Specific tasks include:

- A. Costs and Financial Analysis (OPTIONAL)** – The Consulting Team will perform analysis to document the financial situation of the Department. The financial analysis will look at the budget, pricing policy, user fees, current and other revenue generating opportunities, grant opportunities, and the revenue forecast. This analysis will identify the financial situation of the Department with three primary goals:
 - Understand the financial dynamics to further advance the understanding of operations gained through the work described above
 - Review funding and accounting practices with an objective of accurate financial fund tracking and the ability of the Department to have more useful financial information for strategic decision-making
 - Seek opportunities to improve the financial sustainability of the Department including evaluating expenditures and increasing current and new sources of revenue

This review will include comparison of current policies with national standards of best practice agencies. The Consulting Team will recommend policies and adjustments to current policies where enhancements may be needed or gaps are identified. This could include the best use of park sales tax funds.



B. Super Splash USA Operational Plan – The PROS Team will analyze management practices and limitations to understand the operational situation of Super Splash USA, as well as long term maintenance needs. This analysis will provide support for a future organizational structure and staffing requirements, and strategies for operational efficiency, policy development, system and technology requirements, and marketing/communication capabilities. Also, operational standards will be established and costs for the facility based on full operations. This will include hours of operation, staffing levels needed, technology requirements and customer service requirements based on established and agreed upon outcomes. Where appropriate, personnel standards as dictated by all state and/or local codes and ordinances will also be determined based on the design and program of the community center.

C. Super Splash USA Financial Plan/Pro-Forma – Based on the program, operations, and conceptual plan for Super Splash USA, the PROS Team will develop a detailed financial plan illustrating pricing strategy for each of the programs and services. The detail financial plan would include a space utilization summary based on detailed line item projections and detailed participation by program area. Financial modeling will be completed in Microsoft Excel; a fully functional version of the electronic model will be provided to the City for future use as a budgeting and planning tool. The electronic financial model, fully linked and functional with the ability to project and model dynamic scenarios, will include:

- Expenditure detail: Detailed staffing by space/program area; Contractual costs, including but not limited to, utilities, maintenance and repair, insurance, office/license/dues, advertising and promotion; Commodity costs for program area and general facility requirements; Contract instructor/officiating costs
- Revenue and participation detail: General admission by month of year, by participant category and price point (youth, adult, weekday, weekend, etc.); Program/class participation by session/meetings, by participant category ; Rental by space/program area by price point

Pricing strategies would be based on a ten (10) step process which highlights the level of exclusivity received by the participant and the value of experience provided. The detailed financial plan will be included as a deliverable to provide management and staff the ability to affectively plan and budget for future years. In addition to the line item detail and summary schedules for revenues, expenditures, and debt service, this model will provide a five-year pro forma and cash flow for budgetary purposes.

D. Capital Improvement Plan – The culmination of all analysis will result in a prioritized plan providing guidelines to the City of Raytown for investing and developing parks, facilities, and open space. This capital improvement plan will reflect community needs identified in the staff, board and stakeholder meetings, the public input process, household survey, demographics, prioritized facility and program needs analysis, and physical analysis. The capital improvement plan will focus on two key areas:

- Existing Park System Needs
- New Park, Recreation Facilities and Open Space Needs

The plan will take into account environmental stewardship in developing options and cost estimates. The plan will present budgetary capital costs, priorities, and funding strategies including partnership and revenue generation opportunities for capital and operational funding for a short-term, mid-term, and long-term.

Pro Forma Revenues & Expenditures						
OLATHE RECREATION CENTER						
BASELINE: REVENUES AND EXPENDITURES						
Revenues	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
Passes	\$1,537,977.14	\$1,584,116.46	\$1,631,639.96	\$1,680,589.15	\$1,731,006.82	\$1,782,937.03
Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Building servicensance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Building Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Recreation Programs and fitness:	\$36,190.00	\$37,275.70	\$38,393.97	\$39,545.79	\$40,732.36	\$41,954.13
Fitness	\$614,942.00	\$633,390.26	\$652,391.97	\$671,963.73	\$692,122.64	\$712,886.32
Natorium	\$181,300.00	\$186,739.00	\$192,341.17	\$198,111.41	\$204,054.75	\$210,176.39
Gymnasium	\$40,180.00	\$41,385.40	\$42,626.96	\$43,905.77	\$45,222.94	\$46,579.63
Parties	\$37,500.00	\$38,625.00	\$39,788.75	\$40,977.26	\$42,206.58	\$43,472.78
Rentals	\$301,300.00	\$304,133.00	\$307,256.59	\$310,474.70	\$313,788.94	\$317,200.61
Child Care	\$22,320.00	\$22,989.60	\$23,679.29	\$24,389.67	\$25,121.36	\$25,875.00
Kitchen	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vendateria	\$10,000.00	\$10,300.00	\$10,600.00	\$10,927.77	\$11,265.09	\$11,609.74
Total	\$2,581,909.14	\$2,658,954.42	\$2,738,723.05	\$2,820,884.74	\$2,905,511.28	\$2,992,676.62
Expenditures	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
Passes	\$71,400.00	\$71,400.00	\$71,400.00	\$71,400.00	\$71,400.00	\$71,400.00
Administration	\$723,196.70	\$740,146.50	\$757,768.74	\$776,090.16	\$795,138.54	\$814,942.80
Building servicensance	\$130,410.00	\$131,921.40	\$133,487.11	\$135,109.11	\$136,789.46	\$138,530.31
Building Services	\$162,509.13	\$161,241.13	\$161,997.91	\$162,780.32	\$163,599.36	\$164,425.64
Recreation Programs and fitness:	\$91,173.00	\$93,225.56	\$95,352.42	\$97,556.33	\$99,840.11	\$102,206.72
Fitness	\$591,834.56	\$609,598.17	\$628,070.67	\$647,280.37	\$667,256.71	\$688,030.30
Natorium	\$464,082.54	\$468,865.04	\$473,828.42	\$478,979.59	\$484,325.75	\$489,874.36
Gymnasium	\$39,036.00	\$39,476.00	\$39,962.50	\$40,470.39	\$40,996.18	\$41,542.02
Parties	\$33,425.40	\$34,469.40	\$35,553.96	\$36,680.67	\$37,851.17	\$39,067.18
Rentals	\$25,785.00	\$26,335.00	\$26,905.50	\$27,497.28	\$28,111.13	\$28,747.90
Child Care	\$33,268.72	\$33,299.72	\$33,329.62	\$33,361.45	\$33,394.23	\$33,427.99
Kitchen	\$2,750.00	\$2,837.50	\$2,928.63	\$3,023.69	\$3,118.60	\$3,218.88
Vendateria	\$5,700.00	\$5,878.00	\$6,061.62	\$6,251.04	\$6,446.45	\$6,648.03
Total	\$2,372,541.05	\$2,418,692.42	\$2,466,647.89	\$2,516,478.38	\$2,568,257.59	\$2,622,062.14
Total Cost Recovery	109%	110%	111%	112%	113%	114%

E. Funding and Revenue Strategies – Funding strategies will be developed based in part to our review and analysis of the facilities as well as the national experience brought by the Consulting Team. The Consulting Team has identified numerous funding options that can be applied to the Master Plan based on the community values. The funding strategies to be evaluated for recommendations will include at a minimum:

- Fees and charges options and recommendations
- Endowments/Non-profits opportunities for supporting operational and capital costs
- Sponsorships to support programs, events, and facilities
- Partnerships with public/public partners, public/not-for-profit partners and public/private partnerships
- Dedicated funding sources to support land acquisition and capital improvements
- Development agreements to support park acquisition, open space and park and facility development
- Earned Income options to support operational costs
- Land or facility leases to support operational and capital costs
- Identify grant opportunities and resources to construct parks and facilities identified in the Master Plan including suggested timelines

F. Develop Vision, Mission and Goals/Objectives – The supporting vision and mission statements will be affirmed or developed with senior Department staff in a work session. Following this effort, goals/objectives and policies will be established and prioritized. A status briefing will be presented to gain input and consensus on direction.

G. Strategic Action Plan Development – Upon consensus of all technical work, the remaining action plan will be completed with supporting strategies, actions, responsibilities, and priorities/timelines and cost estimates. These strategies will be classified as short-term, mid-term or long-term strategies and priorities. This will be reviewed with senior Department staff in a half-day workshop. The Consulting Team will propose a prioritization schedule and methodology used on successful master plans across the United States from their work.

H. Draft Report Preparation and Briefings– The Consulting Team will prepare a draft Master Plan with strategies taking into account all analysis performed and consider the fiscal and operational impacts to the Department. The recommendations and prioritization of needs will be reviewed and discussed with the Parks Board, City Board of Alderman and staff on schedules to finalize proposals, projects and timelines. One (1) reproducible copy and one (1) electronic copy in Microsoft WORD format and one (1) Adobe Portable Document Format (PDF) of the Administrative Draft and Final Draft, incorporating revisions, will be provided.

I. Final Master Plan Presentations, Preparation, and Production – Upon comment by all vested City staff, the Parks Board, the City Board of Alderman, and the community, the Consulting Team will revise the Draft Master Plan to reflect all input received. Once the draft Master Plan is approved by the City, the Consulting Team will prepare a final summary report and present to the Parks Board and City Board of Alderman for final approval and adoption. The final plan will be prepared with a Summary Report delivered along with associated appendices (technical reports). Five (5) bound copies, one (1) electronic copy in Microsoft WORD format and one (1) Adobe Portable Document Format (PDF) of the Final Plan will be delivered.

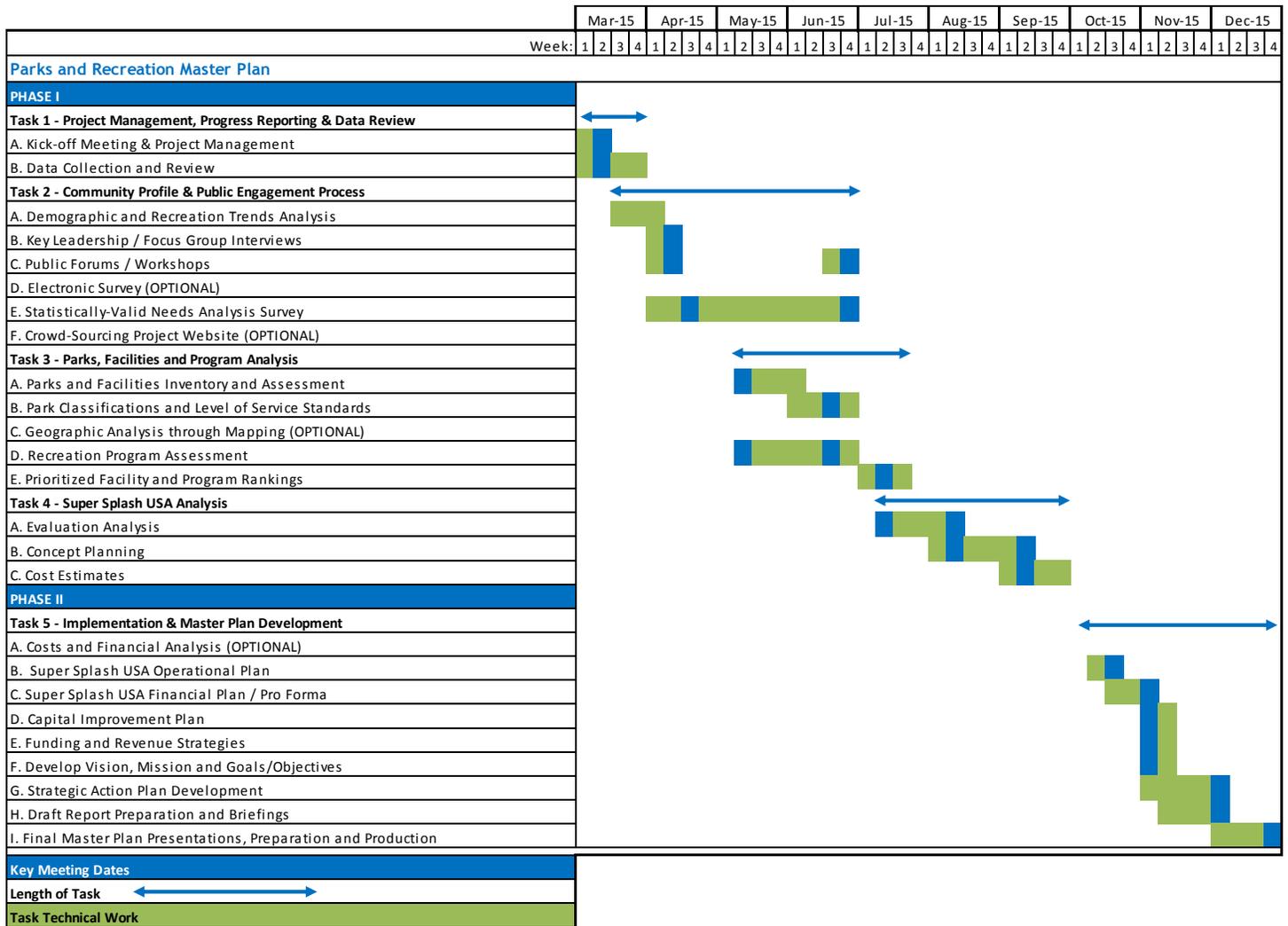


Meetings: Meetings with City staff. A presentation to the Parks Board, and City Board of Alderman (one during the draft master plan and one for the adoption of the final master Plan). The Consulting Team will meet with City for review of changes.

Deliverables: One (1) reproducible copy and one (1) electronic copy in Microsoft WORD format and one (1) Adobe Portable Document Format (PDF) of the Administrative Draft and Final Draft, incorporating revisions, will be provided. Power Point Presentation for Parks Board and City Board of Alderman. Five (5) bound copies, one (1) electronic copy in Microsoft WORD format and one (1) Adobe Portable Document Format (PDF) of the Final Plan will be delivered.

Project Schedule

The project approach and scope of work detailed in this proposal can be completed by the PROS Team collaboratively with the City of Raytown. PROS can begin the project immediately and has the capability and availability to meet the project deadline below. Specific dates will be set during the kick-off meeting process and the PROS Team will consider any special requirements by the City in regards to scheduling.



Cost Estimate

The following fee breakdown is based on the project approach described in the **Scope of Work** for the *Parks and Recreation Master Plan*. The PROS Team has based this fee on our current understanding of the City's goal for the project. We would appreciate the opportunity to meet and discuss the project approach and fees to ensure they are consistent with the expectations of the City of Raytown. This fee is a not-to-exceed amount and includes all costs, both direct and indirect, including any reimbursable expenses.

PHASE I	
Task 1 - Project Management, Progress Reporting & Data Review	
A. Kick-off Meeting & Project Management	\$ 1,280
B. Data Collection and Review	\$ 930
Expenses	\$ -
Subtotal Dollars	\$ 2,210
Task 2 - Community Profile & Public Engagement Process	
A. Demographic and Recreation Trends Analysis	\$ 2,000
B. Key Leadership / Focus Group Interviews	\$ 2,560
C. Public Forums / Workshops	\$ 3,120
D. Electronic Survey (OPTIONAL)	\$ -
E. Statistically-Valid Needs Analysis Survey	\$ 10,850
F. Crowd-Sourcing Project Website (OPTIONAL)	\$ -
Expenses	\$ 1,400
Subtotal Dollars	\$ 19,930
Task 3 - Parks, Facilities and Program Analysis	
A. Parks and Facilities Inventory and Assessment	\$ 3,720
B. Park Classifications and Level of Service Standards	\$ 1,900
C. Geographic Analysis through Mapping (OPTIONAL)	\$ -
D. Recreation Program Assessment	\$ 3,830
E. Prioritized Facility and Program Rankings	\$ 2,465
Expenses	\$ 1,200
Subtotal Dollars	\$ 13,115
Task 4 - Super Splash USA Analysis	
A. Evaluation Analysis	\$ 6,000
B. Concept Planning	\$ 6,000
C. Cost Estimates	\$ 2,400
Expenses	\$ -
Subtotal Dollars	\$ 14,400
PHASE I TOTAL EXPENSES	\$ 2,600
PHASE I TOTAL FEES	\$ 47,055
PHASE I TOTAL DOLLARS	\$ 49,655
PHASE II	
Task 5 - Implementation & Master Plan Development	
A. Costs and Financial Analysis (OPTIONAL)	\$ -
B. Super Splash USA Operational Plan	\$ 1,740
C. Super Splash USA Financial Plan / Pro Forma	\$ 3,880
D. Capital Improvement Plan	\$ 3,380
E. Funding and Revenue Strategies	\$ 2,100
F. Develop Vision, Mission and Goals/Objectives	\$ 2,560
G. Strategic Action Plan Development	\$ 2,560
H. Draft Report Preparation and Briefings	\$ 4,880
I. Final Master Plan Presentations, Preparation and Production	\$ 5,420
PHASE II Expenses	\$ 2,100
PHASE II Subtotal Dollars	\$ 28,620
TOTAL EXPENSES	\$ 4,700
TOTAL FEES	\$ 73,575
TOTAL DOLLARS	\$ 78,275
Optional Tasks	
Electronic Survey	\$ 1,600
Crowd Sourcing Project Website	\$ 8,000
Geographic Analysis through Mapping	\$ 3,600
Costs and Financial Analysis	\$ 4,000
*NOTE: COST PER ADDITIONAL MEETING (INCLUDING TRAVEL)	\$ 2,100

**Raytown Park Board
Meeting
January 12, 2015**

Attendance:

Park Board: Terry Landers, Terry Copeland, Aaron Smith, George Mitchell, Mike Hanna, Danielle Miles and Pat Jackson

Staff: Kevin Boji, Ron Fowler, and Dave Turner

A quorum was declared present and the meeting was called to order. The minutes from December 15, 2014 were approved as presented.

Reports of Officers:

President – no report

Vice President – no report

Reports of Standing & Special Committees:

Personnel – no report

Finance – no report

Program – no report

Buildings & Grounds – Mike Hanna reported B & G met Jan. 5-6 for park master plan firm interviews. Report to follow in regular business

Staff Reports:

Director –Kevin reported bids are out of pool pumps, waterslide maintenance and repairs and underground directional boring at Super Splash in January and February.

Superintendent of Parks - a written report was distributed. Ron reported only a single vendor has purchased plans for city-wide mowing contract. Bids open January 20.

Recreation Report - a written report was distributed. Basketball is going great. A meeting at the School district is set up for Jan 20 to finalize any rule updates and details on a possible season end tournament.

New Business:

1. Mike Hanna reported the Building and Grounds Committee met January 5 & 6 to interview three finalists for the park master plan project. Mike reported B&G spent 4.5 hours interviewing the three firms for the master plan and . The committee's recommendation to the full Park Board is to contract with Pros Consulting for the Parks Master Plan. Kevin reported during negotiations with Pros Consulting they have reduced their proposal cost from \$82,500 to \$78,275, a \$7000 savings. Pros Consulting reduced several detailed project fees to reduce costs. Changes include fewer public meetings, reduced costs for the statistically valid survey, lower cost for facility analysis due to the small number of parks in Raytown and reduced cost for the master plan presentations, preparation and production. Terry Copeland suggested a public survey in the March city Program Guide with a free Super Splash annual pass for those that complete the survey. Kevin suggested this may be too generous and a % off would be appropriate. Aaron suggested that we need a big enough public forum to not skew the

results. Danielle said that Pros Consulting guarantees 400 survey respondents. Terry Copeland made a motion to accept the proposal from Pros Consulting at a cost of \$78,275, second by Danielle, motion passed.

2. George Mitchell asked the Board how to pay for the master plan since the total cost exceeded the \$50,000 project budget. Terry Copeland asked if the total cost could be spread over two budget years. Mike suggested parks request a budget amendment from the Board of Alderman at that time that we might need it not now. As the plan goes along, it may become clear that moving money to pay for the master plan may not be needed in the current budget year. Kevin reported reserve funds are available in the Park Fund. He passed around a UMB bank statement. He said the project total cost of \$90,000 includes a 15% contingency and asked the board if it would be better to appropriate funds for the entire project in the current fiscal year instead of waiting until next budget year? Alderman Pat Ertz suggested that Kevin meet with Mahesh Sharma to develop a plan for to pay for the project over two fiscal years instead of one that would not require BOA approval and delay the project. Questions were asked about the length of time required to complete the project. Terry Copeland said to wait for now and transfer funds from the Park Fund to the project account at the time that it is needed. Mike agreed. No action was taken for the payment of Pros Consulting at this time.

George Mitchell brought up the proposed draft of the City Charter that is now final and has been circulated to the Board and how it could potentially affect the Park Board. Pat Ertz asked if the Park Board had met with the Charter Commission. The answer was no. The charter includes proposed changes to Park Board term lengths, Parks and Recreation Director hiring and discharge, and changes to how Park Board decisions can be changed or overruled by the Board of Alderman.

Mike Hanna motioned to adjourn. Terry Landers second. Motion passed. Meeting adjourned 8:05 PM.

Respectfully Submitted,

Dave Turner

**CITY OF RAYTOWN
Request for Board Action**

Date: February 17, 2015
To: Mayor and Board of Aldermen
From: Kevin Boji, Parks and Recreation Director

Resolution No.: R-2747-15

Department Head Approval: _____

Finance Director Approval: _____ (only if funding requested)

City Administrator Approval: _____



Action Requested: Authorize the expenditure of funds with SplashTacular for waterslide maintenance and repair at Super Splash USA in an amount not to exceed \$88,700.00 for fiscal year 2014-2015.

Recommendation: Staff recommends approval.

Analysis: Super Splash water slide maintenance is required to ensure rider safety and extend the equipment's useful life. Fiberglass water slides are durable but weather conditions, heavy use and aging can cause exposed laminate, leaks and water loss at flume joints. Two of the three slides were installed in 1993 and have developed cracks, gel coat chips, oxidation and rusted hardware. In 2014, the Jackson Hole slide was partially closed due to structural issues. This work will repair the damage.

The scope of work involves a visual inspection report, slide joint leak repair, gel coat repair, removal and replacement of damaged or rusted hardware, buffing and cleaning of slide riding surfaces, and recoating the slide's interior and exterior.

Proposals were received and opened publicly on Monday, January 26, 2015. Five proposals were submitted. The best and low bid is from SplashTacular at a cost of \$88,700.00 to complete maintenance on the Missouri Fury, Jackson Hole and Avalanche slides.

Vendor spring work schedules fill quickly and work must be complete before May 23 opening day. Contract approval ensures Super Splash is scheduled for repairs and offers the most competitive pricing and economy in acquiring services and materials. The fiscal year 2014-2015 budget is \$180,000.00. The Raytown Park Board approved the SplashTacular proposal on February 9, 2015.

Alternatives: Do not approve resolution.

Budgetary Impact:

- Not Applicable
- Budgeted item with available funds
- Non-Budgeted item with available funds through prioritization
- Non-Budgeted item with additional funds requested

Amount: \$88,700.00
Department: Aquatics
Fund: Park Fund

Additional Reports Attached: Waterslide Maintenance Bid Tabulation, SplashTacular Proposal, February 9, 2015 Park Board minutes

A RESOLUTION AUTHORIZING AND APPROVING THE EXPENDITURE OF FUNDS WITH SPLASHTACULAR FOR WATERSLIDE MAINTENANCE AND REPAIR IN AN AMOUNT NOT TO EXCEED \$88,700.00 FOR FISCAL YEAR 2014-2015

WHEREAS, the City desires to engage the services SplashTacular to provide maintenance and repair at Super Splash USA; and

WHEREAS, the City solicited proposals by a competitive and publicly announced process and desires to utilize the services of SplashTacular related to Waterslide Maintenance and Repair at Super Splash USA; and

WHEREAS, the Scope of Work to be provided by SplashTacular as described and set forth in the attached Exhibit "A", and;

WHEREAS, the City Administrator is authorized and empowered by the City to execute agreements providing for professional services, upon approval by the Board of Aldermen; and

WHEREAS, the Board of Aldermen find that it is in the best interest of the citizens of the City of Raytown to approve the expenditure of funds with SplashTacular for Waterslide Maintenance and Repair at Super Splash USA in an amount not to exceed \$88,700.00 for fiscal year 2014-2015; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

THAT the expenditure of funds with SplashTacular for Waterslide Maintenance and Repair at Super Splash USA in an amount not to exceed \$88,700.00 for fiscal year 2014-2015 is hereby authorized and approved; and

FURTHER THAT the City Administrator is hereby authorized to execute any and all documents necessary in connection with this agreement and the City Clerk is authorized to attest thereto.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 17th day of February, 2015.

David W. Bower, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Joe Willerth, City Attorney

Bid Tabulation

2015 Waterslide Maintenance & Repair-Super Splash

2:00pm, January 26, 2015

			1	2	3	4	5
	Waterslide Maintenance & Repair Services Bid	No.	Fiberglass Services, Inc.	Splashtacular	Slidecare LLC	Solid Waterslide	Safe Slide Restoration
1	Jackson Hole - Closed Drop Slides -276 SF 30' Length x 36" Width (EA)	2	\$ 6,500	\$ 14,200	\$ 17,905	\$ 28,710	\$ 12,000
2	Avalanche Hyperbolic Slide -3597 SF	1	\$ 46,000	\$ 16,200	\$ 37,920	\$ 26,580	\$ 15,000
3	Missouri Fury-Open Slides-1300 SF 130' Length x 36" Width (EA)	2	\$ 160,000	\$ 54,300	\$ 45,740	\$ 55,360	\$ 74,200
4	Travel Costs		\$ -	\$ 4,000	\$ -	\$ -	\$ -
TOTAL BID=(1+2+3+4)			\$ 212,500	\$ 88,700	\$ 101,565	\$ 110,650	\$ 101,200

Waterslide Maintenance & Repair generally includes: replace missing or severely rusted hardware, repair or recaulk all slide seam leaks, recoat exterior slide surface, visual inspection of entire slide, tower, water supply, wax and buff interior surface, repair minor scratches on interior surface, replace missing or severely rusted hardware, tighten loose hardware, prepare written report of concerns or potential equipment problems.

Scope of Work for Raytown, MO - Maintenance

\$7,100.00 for Maintenance Services on (2) Drop Slides – Interior

\$7,100.00 for Maintenance Services on (2) Drop Slides – Exterior

\$16,200.00 for Maintenance Services on “Sidewinder”

\$54,300.00 for Maintenance Services on (2) Open Body Slides

\$4,000.00 for Travel & Mobilization

\$1,000.00 for Slide Tower Metal Nose Inserts

(If project is not tax exempt, we will need to add appropriate taxes to final contract price)

I. MAINTENANCE & RESTORATION SERVICES

- A. (2) 32” Enclosed Drop Slides – 30’ in length each; interior clean, buff, wax, clean/caulk seams, repair leaks & flanges
- B. (2) 32” Enclosed Drop Slides – 30’ in length each; exterior clean, tighten flange bolts, paint with 1 coat blue, roller applied
- C. “Sidewinder” – ride surface clean, buff, wax, clean/caulk seams, repair leaks
- D. (2) 36” Open Body Slides – 130’ in length each, interior clean/caulk seams, sand, buff, wax, exterior clean, sand, paint w/1 coat blue, roller applied
- E. Travel (per mobilization)
- F. Slide Tower Metal Nose Inserts – (25) – wire brush to remove rust, treat w/rust converter paint, high solids epoxy gray

II. LINE ITEM PRICING MATRIX

Description	Amount \$\$	Notes
Item A	\$7,100.00	Leak Repair – seam abrasive cleaned to ½” depth, re-caulked w/Sikaflex941, flange bolts tightened
Item B	\$7,100.00	Flange hardware painted not masked, flume brackets cleaned & painted
Item C	\$16,200.00	Leak Repair – seam abrasive cleaned to ½” depth, re-caulked w/Sikaflex941, flange bolts tightened
Item D	\$54,300.00	Leak Repair – seam abrasive cleaned to ½” depth, re-caulked w/Sikaflex941, flange bolts tightened Flange hardware painted not masked, flume brackets cleaned & painted, leaks repaired
Item E	\$4,000.00	
Item F	\$1,000.00	Wire brush to remove rust, prime w/rust converter

III. TO BE PROVIDED BY OTHERS/EXCLUSIONS

- a. Any building permits, licenses, allowances, taxes and submissions as required by local authorities, surveying, brokers fees or additional site visits. Payment/Performance bonds not included but are available for an additional fee. If project is tax exempt, we will need proof of exemption, or we will add the appropriate taxes to our contract price
- b. All demolition and repairs to decks, fences, and landscaping. Deck ropes, fences, or barriers of any kind if required
- c. Modifications if any to the pool
- d. Concrete and flat work

- e. Temporary utilities. Fresh water supply & electrical for our use within 30 yards of work area. Dumpster. 120V 15amp electrical by others
- f. Prevailing or Union wage rates
- g. Special inspections, notices, steel fabrication inspections, concrete/steel material testing
- h. Covering of pool, pool deck, landscaping and any items near work area
- i. Painting of Sidewinder deck steel
- j. Work temperature to be 50 degrees plus for cure time w/less than 85% humidity
- k. Gelcoat color to be specified by RAL code by owner
- l. No warranty on caulking
- m. Manufacturer's warranty on paint
- n. Any items not specifically stated above.

NOTE: It is agreed that Splashtacular shall be permitted to process our work without interruption or delay. The purchaser hereby agrees that Splashtacular will be reimbursed in full for all costs associated with any delays. These reimbursable include, but are not limited to, re-mobilization costs and equipment rental/delivery fees. This agreement must become a part of the final contracts.

IV. PAYMENT TERMS

- 50% Deposit to initiate contract and order materials. Payment due upon receipt of invoice.
- 50% Due upon completion of work. Payment due upon receipt of invoice.

Domestic payments are to be in US Dollars and sent via ACH or Wire,

ACH & Wire Instructions:

Bank of Blue Valley – (913) 338-1000
11935 Riley Street
Overland Park, KS 66213

Splashtacular – Operating Checking Account
Routing Number: 101005027
Account Number: 0259756

Attachments: None

**Raytown Park Board
Minutes
February 9, 2015**

Attendance:

Park Board: Mike Hanna, Julio Bambini, Aaron Smith, Terry Copeland, George Mitchell, Pat Jackson and Alderman Pat Ertz.

Staff: Kevin Boji, Ron Fowler, Dave Turner and Mary Ann McCormick

Media: Bob Smith, Raytown Brooking-Eagle

A quorum was declared present and the meeting was called to order. The minutes from January 12, 2015 were approved as written.

Report of Officers:

President – George reported he has not been contacted by a Coco Keys representative to continue discussions on Super Splash.

Vice President – no report

Reports of Standing & Special Committees:

Personnel – no report

Finance – no report

Program – no report

Buildings & Grounds – PROS Consulting Park Master Plan proposal on the Feb. 17 Board of Alderman agenda for approval.

Staff Reports:

Director – a written report was distributed. Ron and staff are working at Super Splash completing preseason projects. Katie & Mary Ann have sent out contracts to Super Splash staff.

Superintendent of Parks – a written report was distributed. Ron reported the Lexan installed at the Kenagy Park electronic LED message sign worked as the sign was paint balled at the end of January and no damage was done.

Recreation Report – a written report was distributed. Dave reported a few small concerns with parents of the 2nd and 3rd grade parents at basketball games. The issues were resolved.

New Business:

1. Alex Weidman, President of Splashtacular and Kyle Rieger, Account Sales, presented a proposal to repair the fiberglass water slides at Super Splash. The proposal is to include interior clean, buff, wax, and clean/caulk seams, repair leaks and flanges at a total cost is \$88,700. Bids were opened publicly January 26. The Five bids were submitted for the slide repair bids. Alex said there is a one year warranty on the work. Kyle Rieger explained the caulking and sealing process. The project will take 21 days to complete and the temperature must be a minimum of 50 degrees for several hours for the paint to dry. Mike Hanna made a motion to approve the contract. Julio Bambini seconded and the motion passed. The Splashtacular proposal will be presented to Board of Alderman on February 17th for approval.
2. Mike Hanna made a motion to adjourn. Aaron Smith seconded and the motion passed.